U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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COMDTINST M5230.21B
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COMMANDANT INSTRUCTION M5230.21B

Subj: Marine Safety Information System Transaction Guide for the Port File Product Set (MSIS-11)

1. PURPOSE. This manual provides guidance and instructions for the management and use of the Marine Safety Information System (MSIS) Port File product set.

2. DIRECTIVES AFFECTED. COMDTINST M5230.21A is cancelled.

3. DISCUSSION.

   a. The Port File product set keeps track of a unit's open and closed inspection cases and utilizes an automatic tickler system to notify individual units of various certification, violation and casualty actions. The system automatically generates miscellaneous lists, special class information, letters and pre-inspection packages. This product also manages MSIS activities through password and user controls, and identifies system relationships between detachments and parent commands.

   b. The changes to this manual are a result of programmatic advances and enhancements to the overall MSIS system.

      (1) This revision incorporates procedures relative to the newly deployed Marine Vessel Documentation function.

      (2) This issuance also incorporates program documentation revisions specifically related to the MSIS Port File* preduct set.

4. ACTION. District comakers shall provide district policy guidance on the use of MSIS as appropriate, and consult with the appropriate Headquarters program managers for policies which may be alicable Coast Guard wide.

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CHAPTER 1. PORT FILE PRODUCT SET SUMMARY

A. General.

1. Design. The Port File product set is designed to support the management of port activities and to manage the use of MSIS through password and user controls.

2. Use. This product set is used in both **E(ntry)** /**U(pdate)** and **R(etrieval)** modes. Password and user authorization and general port management (mailbox and system-generated letters) transactions are accessible in **E(ntry)** and **U(pdate)** modes. In **R(etrieval)** mode, in addition to the ability to review all entry transactions, MSIS creates and maintains port-related tickler files.

3. Transaction Guide. This guide presents the Port File transactions, their content, and how they are to be used. The guide also includes a discussion of how the product set works with MSIS, and a discussion of how port codes and subject users are identified and numbered. Instructions on logging into MSIS and terminal use are contained in the MSIS Basic Users Manual and Operating Guide, COMDTINST M5230.11.

B. Data Controls and Accounting Procedures.

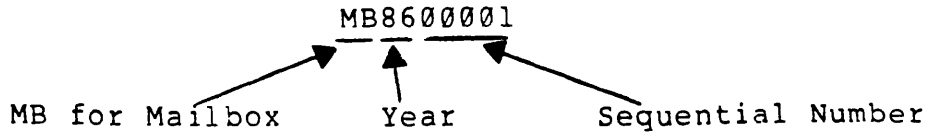
1. MSIS Data Controls. Because MSIS contains an integrated data base, updated by all functions which participate in MSIS, certain controls are imposed on certain data to ensure their correctness. From the standpoint of Port File, the following data are controlled for or managed by ports:

   a. Port (Unit) Code (must be unique; assigned and managed by the HQ System Manager).

   b. Passwords (must be unique; generated by MSIS, assigned to users and managed at the unit level). MSIS formats each unique six-character password with three alphabetic characters followed by three numeric characters.

   c. User's Identification (UID) (must be unique; assigned and managed at the unit level).

2. Accounting Procedures. In the Port File, MSIS generated mailbox numbers are assigned upon entry of Port File Mailboxes (PFMB), using the following convention:



C. Product Descriptions. The Port File product set provides for the management of MSIS through password and user controls and advises and supports the management of port activities.

1. Entry and Update Products. Certain Port File products are used for entry and update. The Port File Entry Index (PFEI) is used to access these products. PFEI and the entry/update products are described below.

a. **PFEI**. Port File Entry Index. PFEI is the master menu or index used to access all Port File transactions, both entry/update and retrieval, in the Port File product set.

b. **PFID**. Port File Identification Data. This product is used to establish a unit (port) in MSIS and to provide mailing address information and general data on a port.

c. **PFMB**. Port File Mail Box. PFMB is used to send a message from one port to any other port connected with MSIS.

d. **PFSO**. Port File Scheduled Outputs. This product is used to list all products in a port's scheduled output queue and permits these products to be printed or deleted from this queue.

e. **PFPA**. Port File Product Authorization. PFPA is used to authorize a unit's highest password access level for each product.

f. **PFUA**. Port File User Authorizations. This product permits individual units to authorize users and assign passwords to them and to establish password access levels by product.

g. **PFPM**. Port File Password Maintenance. This product is used by the local unit MSIS manager to deactivate the authority of a user, deactivate or change a password, or temporarily assign a user to act on behalf of another port.

h. **PFIML**. Port File Incoming Mailbox Log. PFIML lists and allows the processing of all incoming mailboxes for a particular unit.

i. **PFLSC**. Port File List of Special Classes. PFLSC displays key data for each Special Class defined by a specified unit.

j. **PFPL**. Port File Platform List. This product provides a list of all facilities located within a known port's area of responsibility.

1.C.2. Retrieval-Only Products. The remaining Port File products are used to retrieve certain information. These products are accessed through the Port File Entry Index (PFEI), the same index used to access the entry/update products. The retrieval products are described below:

a. **PFMR**. Port File Morning Report. PFMR is used to view temporary or time-sensitive information concerning advisory memoranda regarding the expiration of documents, system notes, or other temporary information issued by the subject unit. It also displays activities performed by other units on a vessel last certified by the subject unit.

b. **PFIT**. Port File Inspection Tickler. This product is used to view information on all periodic inspections due, within maximum of 30 days from the desired start date, for vessels last certified by the subject unit.

c. **PFUL**. Port File User List. PFUL is used to View a port's list of users with associated authority levels and optionally, their passwords.

d. **PFIF**. Port File Inspection Fleet. PFIF gives a count of certificated vessels at each inspection port.

e. **PFAS**. Port File Activity Summary. PFAS provides counts of all current open and closed Cases by functional area for each field unit.

f. **PFMI**. Port File Marine Inspection Activity Summary. PFMI gives counts of all current open and closed cases by inspection type for each field unit.

D. **SELECT**ion and **MORE** Logic. Some MSIS products allow both selection from a list of cases or reports and multiple pages of these cases or reports, requiring the use of the **MORE** command. When products combine both of these features, there are several options that the user may choose from to access the various parts of these products. Once the first full page of cases or reports (50) has been accessed, the message "KEY SEL,1,2..." appears in the Response Slot and the following options are available:

1. Press **SEND** with a Blank in the Command Slot to cause MSIS to display the message "KEY MORE FOR NEXT PAGE" if more cases or reports exist.
The user may then:

a. SEND a Blank command which starts the execution of the user's previous selections (if any) or displays the next product on the queue.

1.D.1. b. SEND more selections to add items to the queue. The Response Slot then displays the message "SEND FOR SELECT(S) OR MORE".

c. **SEND** the **MORE** command to access the next page of data.

d. Enter a free-form command and press SEND to halt execution of the current product and access a new product.

e. ABORT to halt execution of the current product.

2. **SEND** selections to add items to the queue. The Response Slot displays the message "SEND FOR SELECT(S) OR MORE".

3. Press **SEND** with **MORE** in the Command Slot to display the next page of data.

4. Enter a free-form command and press SEND to halt the execution of the current product and access a new product.

5. **ABORT** to halt execution of the current product.

CHAPTER 2. PORT FILE INDEX

A. Port File Entry Index - **PFEI**.

1. **PFEI** Purpose and Description.

a. Provides a means for selection of Port File entry, update and retrieval products.

b. Provides a way to specify the length of a mailbox and limit the display of PFIT (Port File Inspection Tickler) within a range of dates).

c. Figure 2-1 shows the data definitions for PFEI. See Table 2-1 for the code values and Enclosure (1) for the abbreviation meanings.

2. Accessing **PFEI**.

a. Menu. PFEI is normally accessed through the MSIS Directory Menu.

b. Free-Form. PFEI can be accessed through free-form with:

-PFEI,<E, U, or R>
-PFEI,<E, U, or R>,UNIT=<unit or port code>
-PFEI,<E, U, or R>,MBOX=<mailbox identification number>

where:

E = entry mode
U = update mode
R = retrieval mode
UNIT = unit or port code (up to five characters)
MBOX = mailbox identification number

EXAMPLE:

-PFEI,U,UNIT=NYCMI
-PFEI,U,MBOX=MB87002314

c. Selection From Other Products. PFEI is not accessed from other products.

d. Product Use Authority Levels.
Retrieval - 1

Please Note: Though it is possible to achieve **E(ntry)** /**U(pdate)** with an authority level of 1, it is necessary to have a higher authority level to enter other PF products in **E(ntry)** /**U(pdate)** mode through the PFEI menu.

2.A.3. **PFEI** Data Entry Requirements and Explanation.

a. General Processing. The **E(ntry)** /**U(pdate)** and **R(etrieval)** transactions in the Port File product set are accessed through PFEI. The required information needed to access each transaction is shown in Table 2-2.

PFEI accepts log criteria dates in the format of From and To dates. These dates are required by PFIT (Port File Inspection Tickler) to display the pending periodic inspections due within the specified time range (a maximum of 30 days).

Note: From and To dates are "remembered" by MSIS if the user returns to PFEI via the MSIS queue. If the user free-forms to PFEI, these dates are blanked out. NITEMS is used only by PFMB (Port File Mail Box) in entry mode. It allows the user to increase the default of five (5) lines to a maximum of forty (40) lines for entering his/her message.

b. Special Processing. None.

```
COMMAND /_____________________________ RESPONSE/PLS ENTER YOUR RESPONSE
PFEI                  PORT FILE ENTRY INDEX                    12JAN88

PORT/ (1)  USER IDENTIFIER (UID).. .../ ____UID____  MBOX/ ____MBOX____
LOG CRITERIA:  NITEMS/ _I_  FROM (SINCE)/ ___CD___  TO../ ___CD___

                                -- MODE --
  --- CONTROL  --               ENTRY RTRV     --- LISTS --                RTRV
IDENTIFICATION.......(PFID)       1    11   DOCUMENTED FLEET..... ..(PFDF)  21
PORT AUTHORITY..... .(PFPA)       2    12   INSPECTED FLEET. ..... .(PFIF)  22
USER AUTHORITY..... .(PFUA)       3    13   PLATFORM LIST.............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)       4    14   LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST.. . .......(PFUL)       *    15   INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS  --                     -- ACTIVITIES - -
MORNING REPORT.......(PFMR)       *    16   SUMMARY....    ... .....(PFAS)  26
INCOMING MAIL LOG....(PFIML)      7    17   MARINE INSPECTION. .  ..(PFMI)  27
MAILBOX . ..... ....(PFMB)        8    18   VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS.   (PFSO)       9    19
```

FIGURE 2-1. DATA DEFINITIONS FOR PFEI

TABLE 2-1. CODE VALUES FOR PFEI
(1) PORT CODES

CODE	EXPLANATION		
GMP	CG HEADQUARTERS (G-MP-4)		
GMMI	(G-MMI)		
GMTH	(G-MTH)		
GMVI	(G-MVI)		
GMVI6	(G-MVI-6)		
GWP	(G-WP)		
GWER	(G-WER)		
GWPE	(G-WPE)	PA	COMMANDER, PACIFIC AREA
NRC	(G-TGC)	NSFLT	ATLANTIC AREA STRIKE TEAM
GTDS	(G-TDS)	NSFPT	PACIFIC AREA STRIKE TEAM
GMSC	MARINE SAFETY CENTER		
MSS	MARINE SAFETY SCHOOL		
01M	COMMANDER, FIRST CG DISTRICT (M)		
BOSMS	MSO BOSTON, MA		
BOSVD	VESDOC, BOSTON, MA		
POMMS	MSO PORTLAND, ME		
BAND	MSD BANGOR, ME		
PROMS	MSO PROVIDENCE, RI		
CODD	MSD CAPE COD, MA		
NYCMI	MIO NEW YORK, NY		
NYCVD	VESDOC NEW YORK, NY		
NLOD	MIDET NEW LONDON, CT		
LISCP	COTP LONG ISLAND SOUND, CT		
LISD	PSD NEW LONDON, CT		
NYCCP	COTP NEW YORK, NY		
02M	COMMANDER, SECOND CG DISTRICT (M)		
HUNMS	MSO HUNTINGTON, WV		
MARD	MSD MARIETTA, OH		
LOUMS	MSO LOUISVILLE, KY		
EVND	MSD EVANSVILLE, TN		
CIND	MSD CINCINNATI, OH		
MEMMS	MSO MEMPHIS, TN		
GRND	MSD GREENVILLE, MS		
PADMS	MSO PADUCAH, KY		
NASD	MSD NASHVILLE, TN		
DECD	MSD DECATUR, AL		
PITMS	MSO PITTSBURGH, PA		
SLMMS	MSO ST. LOUIS, MO		
SLMVD	VESDOC ST. LOUIS, MO		
PEOD	MSD PEORIA, IL		
STPD	MSD MINN./ST. PAUL		
DAVD	MSD DAVENPORT, IA		

TABLE 2-1. CODE VALUES FOR PFEI (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
05M	COMMANDER, FIFTH CG DISTRICT (M)
BALMS	MSO BALTIMORE, MD
HMRMS	MSO HAMPTON ROADS, VA
HMRVD	VESDOC HAMPTON ROADS, VA
WNCMS	MSO WILMINGTON, NC
MHCD	MSD MOREHEAD CITY, NC
PHIMI	MIO PHILADELPHIA, PA
PHIVD	VESDOC PHILADELPHIA, PA
PHICP	COTP PHILADELPHIA, PA
07M	COMMANDER, SEVENTH CG DISTRICT (M)
CHAMS	MSO CHARLESTON, SC
JACMS	MSO JACKSONVILLE, FL
MIAMS	MSO MIAMI, FL
MIAVD	VESDOC MIAMI, FL
KEYD	MSD KEY WEST, FL
SJPMS	MSO SAN JUAN, PR
PTPD	MSD PORT PONCE, PR
STTD	MSD ST. THOMAS, USVI
SAVMS	MSO SAVANNAH, GA
TAMMS	MSO TAMPA, FL
08M	COMMANDER, EIGHTH CG DISTRICT (M)
CORMS	MSO CORPUS CHRISTI, TX
BRND	MSD BROWNSVILLE, TX
GALMS	MSO GALVESTON, TX
MOBMS	MSO MOBILE, AL
PATMS	MSO PORT ARTHUR, TX
LKCD	MSD LAKE CHARLES, LA
HOUMI	MIO HOUSTON, TX
HOUVD	VESDOC HOUSTON, TX
MORMS	MSO MORGAN CITY, LA
HMAD	MSD HOUMA, LA
NEWMS	MSO NEW ORLEANS, LA
EBKD	MIDET EAST BANK, LA
AVND	MIDET AVONDALE
NEWVD	VESDOC NEW ORLEANS, LA
BATD	MSD BATON ROUGE, LA
HOUCP	COTP HOUSTON, TX

TABLE 2-1. CODE VALUES FOR PFEI (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
09M	COMMANDER, NINTH CG DISTRICT (M)
CLEVD	VESDOC CLEVELAND, OH
BUFMS	MSO BUFFALO, NY
ALXD	MSD ALEXANDRIA BAY, NY
CHIMS	MSO CHICAGO, IL
CLEMS	MSO CLEVELAND, OH
DETMS	MSO DETROIT, MI
DULMS	MSO DULUTH, MN
MILMS	MSO MILWAUKEE, WI
TOLMS	MSO TOLEDO, OH
SIMMI	MIO ST. IGNACE, MI
STBMI	MIO STURGEON BAY, WI
MUSCP	COTP MUSKEGON, MI
SSMCP	COTP SAULT STE MARIE, MI
11M	COMMANDER, ELEVENTH CG DISTRICT (M)
LOSMS	MSO LONG BEACH, CA
LOSVD	VESDOC LONG BEACH, CA
SBCD	MSD SANTA BARBARA, CA
SDCMS	MSO SAN DIEGO, CA
SFCMS	MSO SAN FRANCISCO, CA
SFCVD	VESDOC SAN FRANCISCO, CA
COND	MSD CONCORD, CA
13M	COMMANDER, THIRTEENTH CG DISTRICT (M)
PORMS	MSO PORTLAND, OR
PORVD	VESDOC PORTLAND, OR
ASTD	MSD ASTORIA, OR
COOD	MSD COOS BAY, OR
SEAMS	MSO SEATTLE, WA
SEAVD	VESDOC SEATTLE, WA
ANAD	MSD ANACORTES, WA
TACD	MSD TACOMA, WA
14M	COMMANDER, FOURTEENTH CG DISTRICT (M)
HONMS	MSO HONOLULU, HI
HONVD	VESDOC HONOLULU, HI
GUAD	MSD GUAM
17M	COMMANDER, SEVENTEENTH CG DISTRICT (M)
ANCMS	MSO ANCHORAGE, AK
KEND	MSD KENAI, AK
KODD	MSD KODIAK, AK
JUNMS	MSO JUNEAU, AK
JUNVD	VESDOC JUNEAU, AK
KETD	MSD KETCHIKAN, AK
SITD	MSD SITKA, AK
VALMS	MSO VALDEZ, AK

TABLE 2-1. CODE VALUES FOR PFEI (Continued)

The following section of port codes can be used as a Historical Reference. These port codes were implemented at one time, so they can appear in the PORT slot. However, they are not to be used for **E(ntry)** purposes.

CODE	EXPLANATION
03M	COMMANDER, THIRD CG DISTRICT (M)
12M	COMMANDER, TWELFTH CG DISTRICT (M)
AVND	AVONDALE SHIPYARD
BERD	PSD BERWICK BAY, LA
CINMS	MSO CINCINNATI, OH
GUAMS	MSO GUAM
LOSMI	MIO LONG BEACH, CA
MORD	MIDET MORGAN CITY, LA
NASMS	MSO NASHVILLE, TN
NEWCP	COTP NEW ORLEANS, LA
NEWMI	MIO NEW ORLEANS, LA
NHACP	COTP NEW HAVEN, CT
NLOCP	COTP NEW LONDON, CT
SEAMI	MIO SEATTLE, WA
STBMS	MSO STURGEON BAY, WI
STCD	MSD ST. CROIX, USVI
STPMS	MSO ST. PAUL, MN

TABLE 2-2. PORT FILE ENTRY SELECT CRITERIA

SEL KEY	PRODUCT	PORT	MBOX	NUM ITEMS	FROM/TO DATES	USER IDENTIFIER
1 & 11	PFID	R				
2 & 12	PFPA	R				
3 & 13	PFUA					R(2)
4 & 14	PFPM	R				R(2)
15	PFUL	R				R(2)
16	PFMR	R				
7 & 17	PFIML	R				
8 & 18	PFMB		R	O(1)		
9 & 19	PFSO	R				
21	PFDF					
22	PFIF					
23	PFPL	R				
24	PFLSC	R				
25	PFIT	R			R	
26	PFAS	R				
27	PFMI	R				
28	PFVD	R				

R = Required, O = Optional

(1) The user may request up to 40 lines for a message. If **NITEMS** is left as a zero, then PFMB will provide 5 lines as a default.

(2) The UID is required to display the information for that particular UID. Blank out the UID slot to display all users at a port.

CHAPTER 3. PORT IDENTIFICATION AND AUTHORIZATION

A. General. The Port File products discussed in this section deal with port identification, product use authorization and user passwords. These products include Port File Identification Data (PFID), Port File Product Authority (PFPA), Port File User Authority (PFUA), Port File Password Maintenance (PFPM) and Port File User List (PFUL).

B. Port File Identification Data -- **PFID**.

1. **PFID** Purpose and Description.

   a. Establishes a unit/port for MSIS, providing mailing address information and general data on the unit.

   b. Provides for the authorization of signature author ities for system-generated letters and forms.

   c. Allows the establishment of parent-to-child relationships to enable the passing of cases from field units to district units to Headquarters units.

   d. Figure 3-1 shows the data definitions of PFID. See Table 3-1 for the code values and Enclosure (1) for the abbreviation meanings.

   e. The use of PFID is illustrated in the following example sequence: Updating Unit Information.

2. Accessing **PFID**.

   a. Menu. PFID is normally accessed through PFEI.

   b. Free-Form. PFID can be accessed through free-form with:

      -PFID,<E, U, or R>,UNIT=<unit or port code>

      where:

      E = entry mode
      U = update mode
      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFID, E, UNIT=HMRMS

   c. Selection From Other Products. PFID is not accessed from other products.

   d. Product Use Authority Levels.

Retrieval - 1	Update - 4 and the unit/port code is equal to the logged in port code
Entry - 5	Update - 5 and the unit/port code is not equal to the logged in port code

3.B.3. PFID Data Entry Requirements and Explanation.

a. General Processing. In **E(ntry)** mode, PFID is used by the MSIS Headquarters Systems Manager only. In this mode, PFID permits a unit or port, with its unit identifier information, to be entered into MSIS. A new port may be entered by putting the word **NEW** in the port slot. All information pertinent to the form should be entered with care. The zip code may be entered as either a 5 or 9 digit number. For example, either 43017 or 43017-1339 is acceptable. Nine digit codes must have the dash positioned correctly. Special care should be given to the UNIT CODE and PARENT UNIT slots. (The careful establishment of parent-to-child relationships is very important due to the ability to pass a MIAR, MVRR, or MCIR from the child to its parent for validation.) These slots are unlocked only at the time of initial entry. Once PFID is created, the values in these slots can not be altered.

PFID in **U(pdate)** mode is used to change the data in the UNIT IDENTIFIER section. Note that this section now includes the name of the MSIS system manager, the type of communication used with MSIS, baud rate, network address and the unit's mailing address. The mailing address should be entered as it is to appear on pin-fed Coast Guard letterhead paper for the printed letters generated by MSIS. PFID is also used to establish signature authority for system-generated letters and forms automatically created by MSIS. PFID is accessed from PFEI by supplying the port code. PFID responds with the login unit identification information and a Signature Authorities section. For a non-vessel documentation port, PFID supplies a list of MSIS-generated documents. The user may enter up to two signature codes per document. The available codes are:

P - primary authority
O - by direction of OCMI
C - by direction of COTP
A - acting authority

Each document which is to have signature authority must have a primary authority (P) and may have one alternate authority (O,C, or A). The name, ranks, and titles of the designated individuals are entered with the codes. The alternate authorities take priority over the primary authority when the document is created.

The following chart shows the general signature form that is printed on a letter based on the possible signature authority codes.

3.B.3.a. (Cont'd)

Authority Code	Resultant Signature Form
P	Name: Primary Officer Rank: Primary Officer, U.S. COAST GUARD Title: Primary Officer Plus: Nothing
P,A	Name: Alternate Officer Rank: Alternate Officer, U.S. COAST GUARD Title: Primary Officer Plus: ACTING
P,O	Name: Alternate Officer Rank: Alternate Officer, U.S. COAST GUARD Title: Alternate officer Plus: BY DIRECTION OF THE OCMI
P,C	Name: Alternate Officer Rank: Alternate Officer, U.S. COAST GUARD Title: Alternate Officer Plus: BY DIRECTION OF THE COTP
NONE	The document is created without the signature block.

Please Note: MICIF (Marine Inspection Certificate of Inspection Form) only prints the data found in the OFFICER data slot for the primary signature authority. MICIF appends "USCG" td the printed data. The alternate signature authorities (O, C, or A) do not function for this document. If the user wishes or desires to print his/her rank and/or the word "Acting" with his/her name, then all of these words must be entered in the OFFICER data slot.

For a documentation port, the signature authority block consists of a Documentation Officer's name and initials. The name should be entered as it is to appear on MSIS-generated forms and letters. The Officer's initials appear on many vessel documentation products and are used by MSIS to locate the complete name of the user.

Please Note: NITEMS is no longer available with this product. PFID automatically supplies five (5) blank signature authority paragraphs or lines each time it is accessed, up to a total of twenty-five (25).

3.B.3.a. (Cont'd) PFID may also be accessed in **R(etrieval)** mode. However, when the user retrieves PFID for any port other than his/her own, the user sees only the port I.D. information.

Special Processing. None.

IDENTIFICATION SCREEN

```
COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFID              PORT FILE IDENTIFICATION DATA                12JAN88

          UNIT CODE/ (1)*          PARENT UNIT/ (1)*

                    ---UNIT IDENTIFIERS---
          UNIT NAME...../ LIT*_____________________
          ZONE-OFFICE.../ LIT*_____________________
          BUILDING/ROUTING../ LIT*_________________
          STREET ADDRESS..../ LIT*_________________
          CITY...../ LIT*__________________________
          STATE AND ZIP...../ (2)*  I*

          PHONE NUMBER...../ LIT*_____
          FTS NUMBER...../ LIT*_____

          COMMANDING OFFICER/ LIT*_____________________
          RANK...../ LIT*______________

          SYSTEM MANAGER..../ LIT_____________________________
          COMMUNICATIONS:
          TYPE: DAF OR PVT../ LIT
          BAUD: 1200, 4800../ I
          NETWORK ADDRESS.../ LIT

                    --- RETURN ADDRESS ---
--- FOR MSIS LETTERS - FOLLOW CORRESPONDENCE MANUAL FOR FORMAT ---
     LIT_____________________   LIT_____________________
     U.S.COAST GUARD            LIT_____________________
     LIT_____________________   CITY, STATE  ZIP (FROM ABOVE)
                                PHONE NUMBER (FROM ABOVE)
```

*** Field must be filled in on initial entry.**

FIGURE 3-1. DATA DEFINITIONS FOR PFID

PFID FOR A VESSE DOCUMENTATION PORT

```
COMMAND /_____________________________ RESPONSE/PLS ENTER YOUR RESPONSE
PFID                PORT FILE IDENTIFICATION DATA                12JAN88

              UNIT CODE/ (1)*          PARENT UNIT/ (1)*

                       ---UNIT IDENTIFIERS---
              UNIT NAME. .. ..../ LIT*____________________
              ZONE-OFFICE...../ LIT*____________________
              BUILDING/ROUTING../ LIT*____________________
              STREET ADDRESS..../ LIT*____________________
              CITY..... ...../ LIT*____________________
              STATE AND ZIP...../ (2)*  I*

              PHONE NUMBER...../ LIT*_____
              FTS NUMBER...../ LIT*____

              COMMANDING OFFICER/ LIT*____________________
              RANK...../ LIT*_____________

              SYSTEM MANAGER..../ LIT_____________________________
              COMMUNICATIONS:
              TYPE: DAF OR PVT../ LIT
              BAUD: 1200, 4800../ I
              NETWORK ADDRESS.../ LIT____

                        --- RETURN ADDRESS ---
      --- FOR MSIS LETTERS - FOLLOW CORRESPONDENCE MANUAL FOR FORMAT ---
          LIT_____________________   LIT_____________________
          U.S.COAST GUARD            LIT_____________________
          LIT_____________________   CITY, STATE  ZIP (FROM ABOVE)
                                     PHONE NUMBER (FROM ABOVE)

                    --- SIGNATURE AUTHORITIES ---
                      DOCUMENTATION OFFICER      INITIALS
                    LIT_____________________      LIT
                    LIT_____________________      LIT
                    LIT_____________________      LIT
                    LIT_____________________      LIT
                    LIT_____________________      LIT
```

*** Field must be filled in on initial entry.**

FIGURE 3-1. DATA DEFINITIONS FOR PFID (CONTINUED)

```
COMMAND /_____                          RESPONSE/PLS ENTER YOUR RESPONSE
PFID                PORT FILE IDENTIFICATION DATA                12JAN88

                UNIT CODE/ (1)*          PARENT UNIT/ (1)*

                        ---UNIT IDENTIFIERS---
                UNIT NAME...../ LIT*_____________________
                ZONE-OFFICE...../ LIT*___________________
                BUILDING/ROUTING../ LIT*_________________
                STREET ADDRESS..../ LIT*_________________
                CITY...../ LIT*__________________________
                STATE AND ZIP...../ (2)*  I*_____

                PHONE NUMBER...../ LIT*_____
                FTS NUMBER...../ LIT*_____

                COMMANDING OFFICER/ LIT*_________________
                RANK...../ LIT*__________________________

                SYSTEM MANAGER..../ LIT__________________________
                COMMUNICATIONS:
                TYPE: DAF OR PVT../ LIT
                BAUD: 1200, 4800../ I
                NETWORK ADDRESS.../ LIT_____

                        --- RETURN ADDRESS ---
     --- FOR MSIS LETTERS - FOLLOW CORRESPONDENCE MANUAL FOR FORMAT ---
          LIT                          LIT
          U.S.COAST GUARD              LIT
          LIT                          CITY, STATE  ZIP (FROM ABOVE)
                                       PHONE NUMBER (FROM ABOVE)

                        --- SIGNATURE AUTHORITIES ---
                                    M  M  M  M  M  M  M  V  M  M
CODES: P=PRIMARY AUTHORITY          I  I  I  I  I  I  I  F  I  I
       O=BY DIRECTION OF OCMI       L  L  L  I  F  L  C  C  C  R
       C=BY DIRECTION OF COTP       O  E  E  L  L  I  I  C  O  N
       A=ACTING AUTHORITY           N  C  R  N  N  R  F  F  A  L

OFFICER/ LIT    @_____________ _ _ _  @@ _ _ _ _ _
RANK.../ LIT    @_____________ TITLE/ LIT  _ @_____________________

OFFICER/ LIT    @_____________ _ _ _  @@ _ _ _ _ _
RANK.../ LIT    @_____________ TITLE/ LIT  _ @_____________________

OFFICER/ LIT    @_____________ _ _ _  @@ _ _ _ _ _
RANK. ./ LIT    @_____________ TITLE/ LIT  _ @_____________________

OFFICER/ LIT    @_____________ _ _ _  @@ _ _ _ _ _
RANK. ./ LIT    @_____________ TITLE/ LIT  _ @_____________________

OFFICER/ LIT    @_____________ _ _ _  @@ _ _ _ _ _
RANK.../ LIT    @_____________ TITLE/ LIT  _ @_____________________
```

*** Field must be filled in on initial entry.**
@ Field is required if paragraph is not blank.
@@ Use only one P code per product.
Use only one O, C, or A code per product.

FIGURE 3-1. DATA DEFINITIONS FOR PFID (Continued)

TABLE 3-1. CODE VALUES PFID
(1) PORT CODES

CODE	EXPLANATION		
GMP	CG HEADQUARTERS (G-MP-4)		
GMMI	(G-MMI)		
GMTH	(G-MTH)		
GMVI	(G-MVI)		
GMV16	(G-MV1-6)		
GWP	(G-WP)		
GWER	(G-WER)		
GWPE	(G-WPE)	PA	COMMANDER, PACIFIC AREA
NRC	(G-TGC)	NSFLT	ATLANTIC AREA STRIKE TEAM
GTDS	(G-TDS)	NSFPT	PACIFIC AREA STRIKE TEAM
GMSC	MARINE SAFETY CENTER		
MSS	MARINE SAFETY SCHOOL		
01M	COMMANDER, FIRST CG DISTRICT (M)		
BOSMS	MSO BOSTON, MA		
BOSVD	VESDOC, BOSTON, MA		
POMMS	MSO PORTLAND, ME		
BAND	MSD BANGOR, ME		
PROMS	MSO PROVIDENCE, RI		
CODD	MSD CAPE COD, MA		
NYCMI	MIO NEW YORK, NY		
NYCVD	VESDOC NEW YORK, NY		
NLOD	MIDET NEW LONDON, CT		
LISCP	COTP LONG ISLAND SOUND, CT		
LISD	PSD NEW LONDON, CT		
NYCCP	COTP NEW YORK, NY		
02M	COMMANDER, SECOND CG DISTRICT (M)		
HUNMS	MSO HUNTINGTON, WV		
MARD	MSD MARIETTA, OH		
LOUMS	MSO LOUISVILLE, KY		
EVND	MSD EVANSVILLE, TN		
CIND	MSD CINCINNATI, OH		
MEMMS	MSO MEMPHIS, TN		
GRND	MSD GREENVILLE, MS		
PADMS	MSO PADUCAH, KY		
NASD	MSD NASHVILLE, TN		
DECD	MSD DECATUR, AL		
PITMS	MSO PITTSBURGH, PA		
SLMMS	MSO ST. LOUIS, MO		
SLMVD	VESDOC ST. LOUIS, MO		
PEOD	MSD PEORIA, IL		
STPD	MSD MINN./ST. PAUL		
DAVD	MSD DAVENPORT, IA		

TABLE 3-1. CODE VALUES PFID (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
05M	COMMANDER, FIFTH CG DISTRICT (M)
BALMS	MSO BALTIMORE, MD
HMRMS	MSO HAMPTON ROADS, VA
HMRVD	VESDOC HAMPTON ROADS, VA
WNCMS	MSO WILMINGTON, NC
MHCD	MSD MOREHEAD CITY, NC
PHIMI	MIO PHILADELPHIA, PA
PHIVD	VESDOC PHILADELPHIA, PA
PHICP	COTP PHILADELPHIA, PA
07M	COMMANDER, SEVENTH CG DISTRICT (M)
CHAMS	MSO CHARLESTON, SC
JACMS	MSO JACKSONVILLE, FL
MIAMS	MSO MIAMI, FL
MIAVD	VESDOC MIAMI, FL
KEYD	MSD KEY WEST, FL
SJPMS	MSO SAN JUAN, PR
PTPD	MSD PORT PONCE, PR
STTD	MSD ST. THOMAS, USVI
SAVMS	MSO SAVANNAH, GA
TAMMS	MSO TAMPA, FL
08M	COMMANDER, EIGHTH CG DISTRICT (M)
CORMS	MSO CORPUS CHRISTI, TX
BRND	MSD BROWNSVILLE, TX
GALMS	MSO GALVESTON, TX
MOBMS	MSO MOBILE, AL
PATMS	MSO PORT ARTHUR, TX
LKCD	MSD LAKE CHARLES, LA
HOUMI	MIO HOUSTON, TX
HOUVD	VESDOC HOUSTON, TX
MORMS	MSO MORGAN CITY, LA
HMAD	MSD HOUMA, LA
NEWMS	MSO NEW ORLEANS, LA
EBKD	MIDET EAST BANK, LA
AVND	MIDET AVONDALE
NEWVD	VESDOC NEW ORLEANS, LA
BATD	MSD BATON ROUGE, LA
HOUCP	COTP HOUSTON, TX

TABLE 3-1. CODE VALUES PFID (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
09M	COMMANDER, NINTH CG DISTRICT (M)
CLEVD	VESDOC CLEVELAND, OH
BUFMS	MSO BUFFALO, NY
ALXD	MSD ALEXANDRIA BAY, NY
CHIMS	MSO CHICAGO, IL
CLEMS	MSO CLEVELAND, OH
DETMS	MSO DETROIT, MI
DULMS	MSO DULUTH, MN
MILMS	MSO MILWAUKEE, WI
TOLMS	MSO TOLEDO, OH
SIMMI	MIO ST. IGNACE, MI
STBMI	MIO STURGEON BAY, WI
MUSCP	COTP MUSKEGON, MI
SSMCP	COTP SAULT STE MARIE, MI
11M	COMMANDER, ELEVENTH CG DISTRICT (M)
LOSMS	MSO LONG BEACH, CA
LOSVD	VESDOC LONG BEACH, CA
SBCD	MSD SANTA BARBARA, CA
SDCMS	MSO SAN DIEGO, CA
SFCMS	MSO SAN FRANCISCO, CA
SFCVD	VESDOC SAN FRANCISCO, CA
COND	MSD CONCORD, CA
13M	COMMANDER, THIRTEENTH CG DISTRICT (M)
PORMS	MSO PORTLAND, OR
PORVD	VESDOC PORTLAND, OR
ASTD	MSD ASTORIA, OR
COOD	MSD COOS BAY, OR
SEAMS	MSO SEATTLE, WA
SEAVD	VESDOC SEATTLE, WA
ANAD	MSD ANACORTES, WA
TACD	MSD TACOMA, WA
14M	COMMANDER, FOURTEENTH CG DISTRICT (M)
HONMS	MSO HONOLULU, HI
HONVD	VESDOC HONOLULU, HI
GUAD	MSD GUAM
17M	COMMANDER, SEVENTEENTH CG DISTRICT (M)
ANCMS	MSO ANCHORAGE, AK
KEND	MSD KENAI, AK
KODD	MSD KODIAK, AK
JUNMS	MSO JUNEAU, AK
JUNVD	VESDOC JUNEAU, AK
KETD	MSD KETCHIKAN, AK
SITD	MSD SITKA, AK
VALMS	MSO VALDEZ, AK

TABLE 3-1. CODE VALUES PFID (Continued)

The following section of port codes can be used as a Historical Reference. These port codes were implemented at one time, so they can appear in the PORT slot. However, they are not to be used for **E(ntry)** purposes.

CODE	EXPLANATION
03M	COMMANDER, THIRD CG DISTRICT (M)
12M	COMMANDER, TWELFTH CG DISTRICT (M)
AVND	AVONDALE SHIPYARD
BERD	PSD BERWICK BAY, LA
CINMS	MSO CINCINNATI, OH
GUAMS	MSO GUAM
LOSMI	MIO LONG BEACH, CA
MORD	MIDET MORGAN CITY, LA
NASMS	MSO NASHVILLE, TN
NEWCP	COTP NEW ORLEANS, LA
NEWMI	MIO NEW ORLEANS, LA
NHACP	COTP NEW HAVEN, CT
NLOCP	COTP NEW LONDON, CT
SEAMI	MIO SEATTLE, WA
STBMS	MSO STURGEON BAY, WI
STCD	MSD ST. CROIX, USVI
STPMS	MSO ST. PAUL, MN

TABLE 3-1. CODE VALUES PFID (Continued)
(2) STATE AND TERRITORIAL CODES

CODE	EXPLANATION	CODE	EXPLANATION
AL	ALABAMA	NE	NEBRASKA
AK	ALASKA	NV	NEVADA
AS	AMERICAN SAMOA	NH	NEW HAMPSHIRE
AZ	ARIZONA	NJ	NEW JERSEY
AR	ARKANSAS	NM	NEW MEXICO
CA	CALIFORNIA	NY	NEW YORK
CZ	CANAL ZONE	CQ	NORTHERN MARIANAS ISLANDS
CO	COLORADO	NC	NORTH CAROLINA
CT	CONNECTICUT	ND	NORTH DAKOTA
DE	DELAWARE	NA	NOT APPLICABLE
DC	DISTRICT OF COLUMBIA	OH	OHIO
FL	FLORIDA	OK	OKLAHOMA
GA	GEORGIA	OR	OREGON
GU	GUAM	PA	PENNSYLVANIA
HI	HAWAII	PR	PUERTO RICO
ID	IDAHO	RI	RHODE ISLAND
IL	ILLINOIS	SC	SOUTH CAROLINA
IN	INDIANA	SD	SOUTH DAKOTA
IA	IOWA	TN	TENNESSEE
KS	KANSAS	TX	TEXAS
KY	KENTUCKY	TT	TRUST TERRITORIES
LA	LOUISIANA	UT	UTAH
ME	MAINE	VT	VERMONT
MD	MARYLAND	VA	VIRGINIA
MA	MASSACHUSETTS	VI	VIRGIN ISLANDS
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
MO	MISSOURI	WY	WYOMING
MT	MONTANA		

STEP 1

- Enter unit identifier
- COMMAND: **SEL,1**
- **SEND**

```
COMMAND/ SEL,1                          RESPONSE/ PLS ENTER YOUR RESPONSE
PFEI                        PORT FILE ENTRY INDEX                  12JAN88

PORT/ BOSVD  USER IDENTIFIER (UID)...../ _________   MBOX/ _________
LOG CRITERIA:  NITEMS/ ___  FROM (SINCE)/ _______    TO../ _______

                             -- MODE --
  --- CONTROL ---           ENTRY RTRV     --- LISTS ---                 RTRV
IDENTIFICATION.......(PFID)   1    11   DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)   2    12   INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)   3    13   PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)   4    14   LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)   *    15   INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                   --- ACTIVITIES ---
MORNING REPORT.......(PFMR)   *    16   SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)  7    17   MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)   8    18   VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)   9    19
```

STEP 2

- MSIS responds with the current identification data

```
COMMAND/ _____________________________RESPONSE/ PLS ENTER YOUR RESPONSE
PFID                  PORT FILE IDENTIFICATION DATA                  12JAN88

                UNIT CODE/ BOSVD          PARENT UNIT/ BOSMS

                          ---UNIT IDENTIFIERS---
                UNIT NAME...../ BOSTON DOCUMENTATION
                ZONE-OFFICE...../ BOSTON, MA
                BUILDING/ROUTING../ USCG MSO
                STREET ADDRESS..../ 447 COMMERCIAL STREET
                CITY...../ BOSTON
                STATE AND ZIP...../ MA   02109

                PHONE NUMBER...../ 617-223-1470
                FTS NUMBER...../ 223-1470

                COMMANDING OFFICER/ L. M. SMITH
                RANK...../ CAPTAIN, USCG

                SYSTEM MANAGER..../ R. L. NAUMAN
                COMMUNICATIONS:
                TYPE: DAF OR PVT../ DAF
                BAUD: 1200, 4800../ 4800
                NETWORK ADDRESS.../

                          --- RETURN ADDRESS ---
     --- FOR MSIS LETTERS - FOLLOW CORRESPONDENCE MANUAL FOR FORMAT ---
          COMMANDING OFFICER          BOSTON DOCUMENTATION OFFICE
          U.S.COAST GUARD             447 COMMERCIAL STREET
          MARINE SAFETY OFFICE        CITY, STATE  ZIP (FROM ABOVE)
                                      PHONE NUMBER (FROM ABOVE)

                        --- SIGNATURE AUTHORITIES ---
                                    M  M  M  M  M  M  M  V  M  M
CODES: P=PRIMARY AUTHORITY          I  I  I  I  I  I  I  F  I  I
       O=BY DIRECTION OF OCMI       L  L  L  I  F  L  C  C  C  R
       C=BY DIRECTION OF COTP       O  E  E  L  L  I  I  C  O  N
       A=ACTING AUTHORITY           N  C  R  N  N  R  F  F  A  L

OFFICER/ L. A. RITCHEY, CAPTAIN     P  P  P  P  P  P  P  P  P  P
RANK.../ CAPTAIN              TITLE/ OFFICER IN CHARGE, VESSEL DOCUMENTATION

OFFICER/ F. A. MCNAMEE                                A  A  A
RANK.../ COMMANDER            TITLE/ OFFICER IN CHARGE, VESSEL DOCUMENTATION

OFFICER/ _____________________
RANK.../ _____________ TITLE/ - - - - - - - - - - -_____________________

OFFICER/ _____________________
RANK.../ _____________ TITLE/ - - - - - - - - - - -_____________________

OFFICER/ _____________________
RANK.../ _____________ TITLE/ - - - - - - - - - - -_____________________

OFFICER/ _____________________
RANK.../ _____________ TITLE/ - - - - - - - - - - -_____________________

OFFICER/ _____________________
RANK.../ _____________ TITLE/ - - - - - - - - - - -_____________________
```

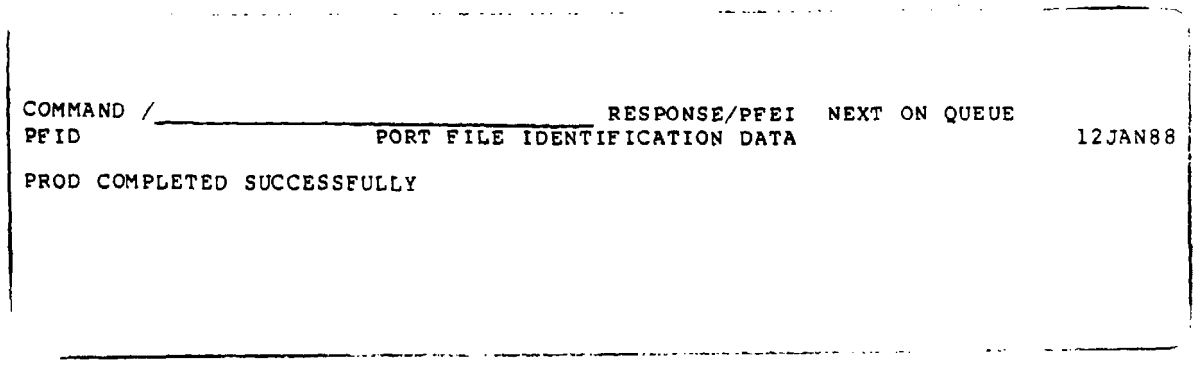
STEP 3

- Enter desired data. In this case, a primary authority and two acting authorities were added.
- **SEND**

```
COMMAND/ _____RESPONSE/ PLS ENTER YOUR RESPONSE
PFID                PORT FILE IDENTIFICATION DATA                12JAN88

                UNIT CODE/ BOSVD          PARENT UNIT/ BOSMS

                        ---UNIT IDENTIFIERS---
                UNIT NAME...../ BOSTON DOCUMENTATION
                ZONE-OFFICE..../ BOSTON, MA
                BUILDING/ROUTING../ USCG MSO
                STREET ADDRESS..../ 447 COMMERCIAL STREET
                CITY...../ BOSTON
                STATE AND ZIP...../ MA   02109

                PHONE NUMBER...../ 617-223-1470
                FTS NUMBER...../ 223-1470

                COMMANDING OFFICER/ L. M. SMITH
                RANK...../ CAPTAIN, USCG

                SYSTEM MANAGER..../ R. L. NAUMAN
                COMMUNICATIONS:
                TYPE: DAF OR PVT../ DAF
                BAUD: 1200, 4800../ 4800
                NETWORK ADDRESS.../

                        --- RETURN ADDRESS ---
      --- FOR MSIS LETTERS - FOLLOW CORRESPONDENCE MANUAL FOR FORMAT ---
            COMMANDING OFFICER          BOSTON DOCUMENTATION OFFICE
            U.S.COAST GUARD             447 COMMERCIAL STREET
            MARINE SAFETY OFFICE        CITY, STATE  ZIP (FROM ABOVE)
                                        PHONE NUMBER (FROM ABOVE)

                        --- SIGNATURE AUTHORITIES ---
                                    M  M  M  M  M  M  M  V  M  M
CODES: P=PRIMARY AUTHORITY          I  I  I  I  I  I  I  F  I  I
       O=BY DIRECTION OF OCMI       L  L  L  I  F  L  C  C  C  R
       C=BY DIRECTION OF COTP       O  E  E  L  L  I  I  C  O  N
       A=ACTING AUTHORITY           N  C  R  N  N  R  F  F  A  L

OFFICER/ L. A. RITCHEY, CAPTAIN     P  P  P  P  P  P  P  P  P  P
RANK.../ CAPTAIN            TITLE/ OFFICER IN CHARGE, MARINE INSPECTION

OFFICER/ F. A. MCNAMEE                                A  A  A
RANK.../ COMMANDER          TITLE/ OFFICER IN CHARGE, MARINE INSPECTION

OFFICER/ R. D. RODGERS              O  O  O  O  O  O           O
RANK.../ CDR                TITLE/ CHIEF, INSPECTION DEPARTMENT

OFFICER/ W. L. TAYLOR
RANK.../ LCDR               TITLE/ CHIEF, PORT OPERATIONS DEPARTMENT

OFFICER/ K. C. WALTERS
RANK.../ LTJG               TITLE/ CHIEF, REGIONAL EXAM CENTER

OFFICER/ _____
RANK.../ _____ TITLE/ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

OFFICER/ _____
RANK.../ _____ TITLE/ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
```

STEP 4

- MSIS responds with a completion message



C. Port File Product Authority -- **PFPA**

1. **PFPA** Purpose and Description.

   a. Allows the MSIS Headquarters System Manager to authorize each unit's highest permissible access level for each MSIS product.

   b. Allows individual units to view but not change the access level for each MSIS product.

   c. Figure 3-2 shows the data definitions for PFPA. See Table 3-2 for the code values and Enclosure (1) for the abbreviation meanings.

   d. The use of PFPA is illustrated in the following example sequence: Retrieving a Unit's Access Levels.

2. Accessing **PFPA**.

   a. Menu. PFPA is normally accessed through PFEI.

   b. Free-Form. PFPA can be accessed through free-form with:

      -PFPA,<E, U, or R>,UNIT=<unit or port code>

      where:
      E = entry mode
      U = update mode
      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFPA,R,UNIT=HMRMS

   c. Selection From Other Products. PFPA is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 4 Entry/Update - 5

3. PFPA Data Entry Requirements and Explanation.

   a. General Processing. PFPA is used by the MSIS Headquarters System Manager (access level 5) to establish each unit's highest permissible access level for each MSIS product. This permits the Manager to delegate the authority to individual units to assign passwords to their own users (via PFUA) while maintaining some control over the level of individual

3.C.3.a. (Cont'd) product accesses these units can ultimately authorize. In **E(ntry)** mode, PFPA may be used in the following three ways:

(1) To copy the access levels for all products from a currently-authorized unit to the subject unit;

(2) To "check" product sets with a given access level designation, thereby setting all products in each set to the same authority level;

(3) To set the access level for each product individually.

PFPA in **U(pdate)** mode can be used in the same ways as in **E(ntry)** mode, except the subject unit must already have some access authority set. PFPA may be used to set or delete authority for products or product sets and to change the authority level for products (or sets) already authorized. The MSIS Headquarters System Manager may remove authority by "blanking" or "zeroing" product sets or individual products. If all product sets are nullified then the Subject unit is deleted from the password file, resulting in the unit having no authority to assign user passwords. In **R(etrieval)** mode, a user with access level 4 or higher may use PFPA to view the access authority for the user's port only. However, the MSIS Headquarters System Manager may use PFPA in **R(etrieval)** mode to see any port's authority.

b. Special Processing. None.

```
COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFPA              PORT FILE PRODUCT AUTHORIZATIONS              02SEP86

UNIT NAME/ MSO TOLEDO_____  UNIT CODE/ TOLMS  NUMBER PASSWORDS/ 22

INDICATE PROCESSING ACTIONS TO BE TAKEN:
  1.  APPLY SAME AUTHORIZATIONS AS UNIT../ (1) AND DISPLAY RESULTS FOR UPDATE
      IF THIS SLOT IS CHECKED(X)../ X ; OTHERWISE, COPY REFERENCED UNIT'S
      AUTHORIZATIONS WITHOUT DISPLAY.
OR
  2.  CHECK(X) THOSE PRODUCT SETS REQUIRING DETAILED ACCESS LEVEL DEFINITIONS
      OR KEY THE UNIT'S HIGHEST ACCESS LEVEL TO THE RESPECTIVE PRODUCT SET(S)
      BEING AUTHORIZED IN ACCORDANCE WITH THE ACCESS VALUES LISTED BELOW.

    VF/ X@    PR/ X@    VC/ X@    VD/ X@    VI/ X@    PS/ X@    MP/ X@   MC/ X@
    PF/ X@    MS/ X@    PN/ X@    CF/ X@    MV/ X@    MI/ X@    FF/ X@

  THE HIGHEST ACCESS LEVEL FOR EACH PRODUCT MUST BE DEFINED AS FOLLOWS:
    BLANK - NO ACCESS PERMITTED              3 - PRODUCT VALIDATION
        0 - NO ACCESS PERMITTED              4 - SPECIAL AUTHORITY
        1 - RETRIEVAL ONLY                   5 - PRIVILEGED
        2 - ENTRY, UPDATE, AND RETRIEVAL
```

@ Field may be filled with an X or an integer value.

FIGURE 3-2. DATA DEFINITIONS FOR PFPA

TABLE 3-2. CODE VALUES FOR PFPA
(1) PORT CODES

CODE	EXPLANATION		
GMP	CG HEADQUARTERS (G-MP-4)		
GMMI	(G-MMI)		
GMTH	(G-MTH)		
GMVI	(G-MVI)		
GMVI6	(G-MVI-6)		
GWP	(G-WP)		
GWER	(G-WER)		
GWPE	(G-WPE)	PA	COMMANDER, PACIFIC AREA
NRC	(G-TGC)	NSFLT	ATLANTIC AREA STRIKE TEAM
GTDS	(G-TDS)	NSFPT	PACIFIC AREA STRIKE TEAM
GMSC	MARINE SAFETY CENTER		
MSS	MARINE SAFETY SCHOOL		
01M	COMMANDER, FIRST CG DISTRICT (M)		
BOSMS	MSO BOSTON, MA		
BOSVD	VESDOC, BOSTON, MA		
POMMS	MSO PORTLAND, ME		
BAND	MSD BANGOR, ME		
PROMS	MSO PROVIDENCE, RI		
CODD	MSD CAPE COD, MA		
NYCMI	MIO NEW YORK, NY		
NYCVD	VESDOC NEW YORK, NY		
NLOD	MIDET NEW LONDON, CT		
LISCP	COTP LONG ISLAND SOUND, CT		
LISD	PSD NEW LONDON, CT		
NYCCP	COTP NEW YORK, NY		
02M	COMMANDER, SECOND CG DISTRICT (M)		
HUNMS	MSO HUNTINGTON, WV		
MARD	MSD MARIETTA, OH		
LOUMS	MSO LOUISVILLE, KY		
EVND	MSD EVANSVILLE, TN		
CIND	MSD CINCINNATI, OH		
MEMMS	MSO MEMPHIS, TN		
GRND	MSD GREENVILLE, MS		
PADMS	MSO PADUCAH, KY		
NASD	MSD NASHVILLE, TN		
DECD	MSD DECATUR, AL		
PITMS	MSO PITTSBURGH, PA		
SLMMS	MSO ST. LOUIS, MO		
SLMVD	VESDOC ST. LOUIS, MO		
PEOD	MSD PEORIA, IL		
STPD	MSD MINN./ST. PAUL		
DAVD	MSD DAVENPORT, IA		

TABLE 3-2. CODE VALUES FOR PFPA (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
05M	COMMANDER, FIFTH CG DISTRICT (M)
BALMS	MSO BALTIMORE, MD
HMRMS	MSO HAMPTON ROADS, VA
HMRVD	VESDOC HAMPTON ROADS, VA
WNCMS	MSO WILMINGTON, NC
MHCD	MSD MOREHEAD CITY, NC
PHIMI	MIO PHILADELPHIA, PA
PHIVD	VESDOC PHILADELPHIA, PA
PHICP	COTP PHILADELPHIA, PA
07M	COMMANDER, SEVENTH CG DISTRICT (M)
CHAMS	MSO CHARLESTON, SC
JACMS	MSO JACKSONVILLE, FL
MIAMS	MSO MIAMI, FL
MIAVD	VESDOC MIAMI, FL
KEYD	MSD KEY WEST, FL
SJPMS	MSO SAN JUAN, PR
PTPD	MSD PORT PONCE, PR
STTD	MSD ST. THOMAS, USVI
SAVMS	MSO SAVANNAH, GA
TAMMS	MSO TAMPA, FL
08M	COMMANDER, EIGHTH CG DISTRICT (M)
CORMS	MSO CORPUS CHRISTI, TX
BRND	MSD BROWNSVILLE, TX
GALMS	MSO GALVESTON, TX
MOBMS	MSO MOBILE, AL
PATMS	MSO PORT ARTHUR, TX
LKCD	MSD LAKE CHARLES, LA
HOUMI	MIO HOUSTON, TX
HOUVD	VESDOC HOUSTON, TX
MORMS	MSO MORGAN CITY, LA
HMAD	MSD HOUMA, LA
NEWMS	MSO NEW ORLEANS, LA
EBKD	MIDET EAST BANK, LA
AVND	MIDET AVONDALE
NEWVD	VESDOC NEW ORLEANS, LA
BATD	MSD BATON ROUGE, LA
HOUCP	COTP HOUSTON, TX

TABLE 3-2. CODE VALUES FOR PFPA (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
09M	COMMANDER, NINTH CG DISTRICT (M)
CLEVD	VESDOC CLEVELAND, OH
BUFMS	MSO BUFFALO, NY
ALXD	MSD ALEXANDRIA BAY, NY
CHIMS	MSO CHICAGO, IL
CLEMS	MSO CLEVELAND, OH
DETMS	MSO DETROIT, MI
DULMS	MSO DULUTH, MN
MILMS	MSO MILWAUKEE, WI
TOLMS	MSO TOLEDO, OH
SIMMI	MIO ST. IGNACE, MI
STBMI	MIO STURGEON BAY, WI
MUSCP	COTP MUSKEGON, MI
SSMCP	COTP SAULT STE MARIE, MI
11M	COMMANDER, ELEVENTH CG DISTRICT (M)
LOSMS	MSO LONG BEACH, CA
LOSVD	VESDOC LONG BEACH, CA
SBCD	MSD SANTA BARBARA, CA
SDCMS	MSO SAN DIEGO, CA
SFCMS	MSO SAN FRANCISCO, CA
SFCVD	VESDOC SAN FRANCISCO, CA
COND	MSD CONCORD, CA
13M	COMMANDER, THIRTEENTH CG DISTRICT (M)
PORMS	MSO PORTLAND, OR
PORVD	VESDOC PORTLAND, OR
ASTD	MSD ASTORIA, OR
COOD	MSD COOS BAY, OR
SEAMS	MSO SEATTLE, WA
SEAVD	VESDOC SEATTLE, WA
ANAD	MSD ANACORTES, WA
TACD	MSD TACOMA, WA
14M	COMMANDER, FOURTEENTH CG DISTRICT (M)
HONMS	MSO HONOLULU, HI
HONVD	VESDOC HONOLULU, HI
GUAD	MSD GUAM
17M	COMMANDER, SEVENTEENTH CG DISTRICT (M)
ANCMS	MSO ANCHORAGE, AK
KEND	MSD KENAI, AK
KODD	MSD KODIAK, AK
JUNMS	MSO JUNEAU, AK
JUNVD	VESDOC JUNEAU, AK
KETD	MSD KETCHIKAN, AK
SITD	MSD SITKA, AK
VALMS	MSO VALDEZ, AK

TABLE 3-2. CODE VALUES FOR PFPA (Continued)

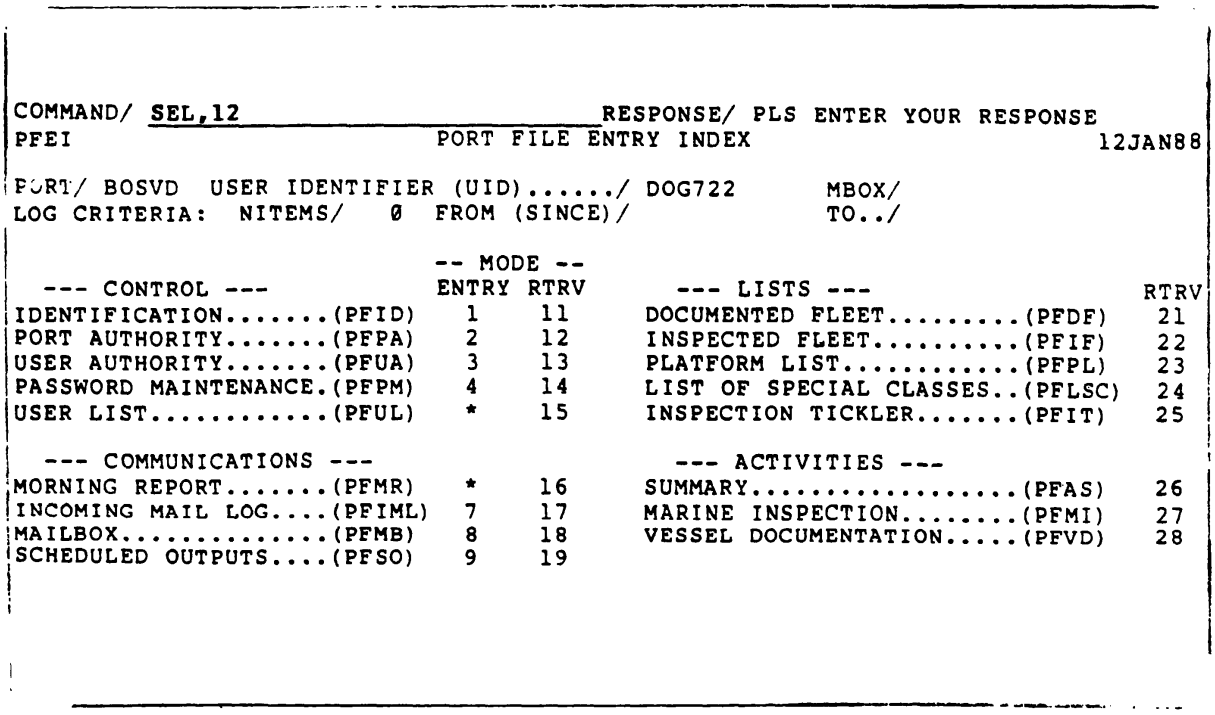
The following section of port codes can be used as a Historical Reference. These port codes were implemented at one time, so they can appear in the PORT slot. However, they are not to be used for **E(ntry)** purposes.

CODE	EXPLANATION
03M	COMMANDER, THIRD CG DISTRICT (M)
12M	COMMANDER, TWELFTH CG DISTRICT (M)
AVND	AVONDALE SHIPYARD
BERD	PSD BERWICK BAY, LA
CINMS	MSO CINCINNATI, OH
GUAMS	MSO GUAM
LOSMI	MIO LONG BEACH, CA
MORD	MIDET MORGAN CITY, LA
NASMS	MSO NASHVILLE, TN
NEWCP	COTP NEW ORLEANS, LA
NEWMI	MIO NEW ORLEANS, LA
NHACP	COTP NEW HAVEN, CT
NLOCP	COTP NEW LONDON, CT
SEAMI	MIO SEATTLE, WA
STBMS	MSO STURGEON BAY, WI
STCD	MSD ST. CROIX, USVI
STPMS	MSO ST. PAUL, MN

PFPA / Retrieval / Retrieving A Unit's Access Levels

STEP 1

- Enter **SEL,12**
- **SEND**



```
COMMAND/ SEL,12                          RESPONSE/ PLS ENTER YOUR RESPONSE
PFEI                          PORT FILE ENTRY INDEX                  12JAN88

PORT/ BOSVD  USER IDENTIFIER (UID)...../ DOG722      MBOX/
LOG CRITERIA:  NITEMS/   0  FROM (SINCE)/            TO../

                            -- MODE --
  --- CONTROL ---           ENTRY RTRV      --- LISTS ---                  RTRV
IDENTIFICATION.......(PFID)   1    11     DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)   2    12     INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)   3    13     PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)   4    14     LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)   *    15     INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                    --- ACTIVITIES ---
MORNING REPORT.......(PFMR)   *    16     SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)  7    17     MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)   8    18     VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)   9    19
```

STEP 2

- MSIS responds with the product authorization data

```
COMMAND/                          RESPONSE/ PFEI  NEXT ON QUEUE
PFPA                PORT FILE PRODUCT AUTHORIZATIONS          12JAN88

UNIT NAME/ BOSTON DOCUMENTATION        UNIT CODE/ BOSVD   NUMBER PASSWORDS/   1

VESSEL FILE
 VFBD / 2  VFVK / 2  VFLNV/ 2  VFCD / 4  VFCG / 3  VFCM / 2  VFCS / 2  VFCA / 4
 VFDD / 3  VFDL / 3  VFDM / 3  VFDS / 4  VFED / 1  VFEI / 2  VFPF / 1  VFHD / 3
 VFMS / 4  VFID / 2  VFIP / 4  VFLD / 3  VFLS / 4  VFMC / 1  VFMD / 3  VFMP / 2
 VFND / 2  VFOD / 1  VFPD / 3  VFPP / 2  VFPS / 2  VFSC / 2  VFSD / 3  VFSL / 1
 VFSP / 1  VFSS / 3  VFVB / 3  VFOC / 1  VFVD / 3  VFMI / 1  VFVL / 2  VFMF / 1
 VFLI / 2  VFCE / 4  VFPV / 2  VFFF / 2  VFCL / 2  VFCC / 4

VESSEL DOCUMENTATION
 VDAC / 2  VDAP / 2  VDAR / 3  VDAS / 2  VDCDF/ 2  VDCOD/ 2  VDDD / 2  VDDR / 3
 VDED / 4  VDEI / 4  VDER / 2  VDFI / 1  VDFR / 2  VDIC / 3  VDNTO/ 3  VDOR / 2
 VDPC / 1  VDPL / 1  VDRNF/ 1  VDRNL/ 4  VDRSF/ 3  VDSS / 2  VDEU / 1  VDRT / 3
 VDARL/ 2  VDCOL/ 3

VESSEL INSPECTION
 VIMR / 3  VISF / 3

PORT SAFETY
 PSFI / 4  PSEI / 2  PSAS / 4  PSPC / 2  PSBS / 3  PSBR / 3  PSDR / 4  PSDF / 3
 PSSP / 2  PSPL / 3  PSPI / 1  PSVP / 3  PSVH / 3  PSHO / 2

MARINE POLLUTION
 MPFI / 3  MPEI / 4  MPNS / 1  MPPL / 2  MPSP / 3  MPVS / 2  MPIR / 4  MPRC / 2
 MPRN / 2

MARINE CASUALTY
 MCFI / 2  MCEI / 3  MCFS / 3  MCIR / 2  MCPS / 2  MCPL / 2  MCSP / 3  MCVS / 3

PORT FILE
 PFPQ / 2  PFEI / 3  PFID / 2  PFMB / 3  PFMR / 4  PFPA / 3  PFPM / 2  PFSO / 2
 PFTE / 3  PFDF / 4  PFTQ / 4  PFUA / 2  PFUL / 2  PFIT / 3  PFRT / 4  PFIF / 4
 PFDT / 3  PFLP / 2  PFIML/ 2  PFRS / 3  PFLSC/ 2  PFAS / 3  PFMI / 3  PFPL / 3
 PFRTD/ 2  PFVD / 3

MSIS SYSTEM
 MSIS / 2  MSTS / 3  MSDF / 3  MSBB / 2  MSCI / 3  MSGM / 2  MSMF / 2

PARTY NAMES
 PNEI / 3  PNID / 2  PNVL / 2  PNVA / 3  PNAS / 3  PNLNP/ 2  PNLCP/ 2  PNMF / 3
 PNFA / 2  PNEA / 2

CARGO FILE
 CFEI / 4  CFID / 2  CFCR / 3  CFFH / 3  CFRD / 4  CFSP / 2  CFHH / 3

MARINE VIOLATION
 MVRR / 4  MVRS / 2  MVRL / 3  MVCD / 3  MVSD / 3  MVDL / 2  MVEI / 2

MARINE INSPECTION
 MIEI / 3  MIAR / 2  MISF / 2  MIDF / 2  MIDR / 3  MICAF/ 2  MICIF/ 3  MISP / 4
 MICA / 2  MICIA/ 4  MICOI/ 2  MICP / 4  MIRNL/ 4  MIFLN/ 4  MIFR / 2  MIILN/ 2
 MILEC/ 4  MILER/ 3  MILIR/ 4  MILON/ 3  MICD / 2  MIOI / 3  MIPL / 2  MIEC / 4
 MISD / 2  MIEL / 2  MISI / 3  MISN / 2  MISS / 3  MIFI / 2  MICN / 3  MIAE / 3
 MICOA/ 3  MIPIP/ 4  MICCF/ 2  MICOC/ 3  MISOE/ 2  MISOP/ 3  MIMF / 2  MICDF/ 2

FACILITY FILE
 FFEI / 2  FFID / 2  FFIP / 3  FFPF / 2  FFPS / 3  FFFF / 2  FFLS / 3  FFMS / 3
 FFPV / 4  FFOC / 3  FFMI / 3  FFPL / 3
```

D. Port File User Authority -- **PFUA**.

1. **PFUA** Purpose and Description.

   a. Permits the individual units to identify users and assign up to 5 passwords to each of them.

   b. Assigns product authorities to passwords.

   c. Figure 3-3 shows the data definitions for PFUA. See Table 3-3 for the code values and Enclosure (1) for the abbreviation meanings.

   d. The use of PFUA is illustrated in the following example sequences: Assigning Product Authority, Cloning A User's Password and Updating A User's Authority.

2. Accessing **PFUA**.

   a. Menu. PFUA is normally accessed through PFEI.

   b. Free-Form. PFUA can be accessed through free-form with:

      -PFUA,U or R
      -PFUA,E (with blank UID from PFEI to assign new user)

      where:

      E = entry mode
      U = update mode
      R = retrieval mode
      UID = user identification number

      EXAMPLE:

      -PFUA,E

   c. Selection From Other Products. PFUA is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 4 Entry/Update - 4

3. **PFUA** Data Entry Requirements and Explanation.

   a. General Processing. PFUA is used by the designated unit system manager by direction of the commanding officer to assign passwords to unit personnel and designate levels of product authorizations associated with those passwords. Passwords assigned to unit personnel shall be considered classified material.

3.D.3.a. (Cont'd)

Note: Passwords become classified only outside of MSIS -- they should not be printed-out or hand-written. The product access levels assigned to individual passwords for users cannot exceed the product access levels assigned to the unit by the Headquarters System Manager via the Port File Product Authority (PFPA) product. Product access levels should initially be assigned at or below those levels assigned in PFPA. Access levels entered into PFUA that are higher than those assigned in PFPA will be reduced to the PFPA levels upon execution of the PFUA transaction.

Levels of access are generally as follows:

0 - no access
1 - retrieval only
2 - entry/update/retrieval
3 - validation/identify subjects
4 - special authority
5 - privileged.

Product authority levels for specific product execution modes are detailed within each product section in the MSIS Transaction Guide library. Basic product authority levels are further defined in the MSIS Basic Users Manual, COMDTINST M5230.11.

In **E(ntry)** mode, PFUA is used to identify a new user and assign up to five passwords to that user, one at a time. In identifying a new user, the User Identification (UID) on PFEI must be blanked out before selecting or free-forming to PFUA in **E(ntry)** code. (If the UID on PFEI is not blanked out, PFUA will default to update mode for the UID that is currently logged into the terminal.) The UID assigned for a new user in PFUA **(E(ntry)** mode) must be unique throughout MSIS. The password(s) (which are generated by MSIS) that are assigned to each UID are also unique throughout MSIS.

In **U(pdate)** mode, PFUA is used to change a current user's product access levels. In **R(etrieval)** mode, PFUA is used to view the password authority for each password assigned to a particular user. PFUA may also be used to list all passwords assigned to a given UID. For both **R(etrieval)** and **U(pdate)** modes, the UID must be entered on PFEI for the PFUA that is to be reviewed or updated.

Note: Any user logged in at the time password/ product authorization is updated must log out of MSIS in order for the revised authorization to take effect for that user.

3.D.3.a. (Cont'd) In the interest of data quality and integrity, product authorizations associated with each password/ID should be assigned and maintained on a product-by-product basis based on the comanding officer's determination of the user's requisiste levels of authorization.

b. Special Processing. None.

```
PFUA                    PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ MSO TOLEDO                          UNIT CODE/ TOLMS

    USER NAME/ LIT*                            PRIMARY ID NUMBER/ LIT*
    ROUTING../ LIT                             ALTERNATE NUMBER / LIT.
    STREET.../ LIT*
    CITY...../ LIT*
    STATE,ZIP/(I)*  I*                         NUMBER PASSWORDS / I

INDICATE PROCESSING ACTIONS TO BE TAKEN:
          -RELATIVE TO USER-                     -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                      ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../ LIT                 UPDATE PASSWORD NUM/ LIT

                              PASSWORD 1
EITHER CHECK (X) THE PRODUCT SET FOR FURTHER ACCESS LEVEL DEFINITION OR KEY
THE PASSWORD'S HIGHEST ACCESS LEVEL TO THE RESPECTIVE PRODUCT SETS AUTHORIZED:
    VF/ X@    VD/ X@    VI/ X@    PS/ X@    MP/ X@    MC/ X@    PF/ X@    MS/ X@
    PN/ X@    CF/ X@    MV/ X@    MI/ X@    FF/ X@

THE HIGHEST ACCESS LEVEL FOR EACH PRODUCT IS DEFINED AS FOLLOWS:
    BLANK - NO ACCESS PERMITTED                  3 - PRODUCT VALIDATION
        0 - NO ACCESS PERMITTED                  4 - SPECIAL AUTHORITY
        1 - RETRIEVAL ONLY                       5 - PRIVILEGED
        2 - ENTRY, UPDATE AND RETRIEVAL

VESSEL FILE
 VFBD / I  VFVK / I  VFLNV/ I  VFCD / I  VFCG / I  VFCM / I  VFCS / I  VFCA / I
 VFDD / I  VFDL / I  VFDM / I  VFDS / I  VFED / I  VFEI / I  VFPF / I  VFHD / I
 VFMS / I  VFID / I  VFIP / I  VFLD / I  VFLS / I  VFMC / I  VFMD / I  VFMP / I
 VFND / I  VFOD / I  VFPD / I  VFPP / I  VFPS / I  VFSC / I  VFSD / I  VFSL / I
 VFSP / I  VFSS / I  VFVB / I  VFOC / I  VFVD / I  VFMI / I  VFVL / I  VFMF / I
 VFLI / I  VFCE / I  VFPV / I  VFFF / I  VFCL / I  VFCC / I

VESSEL DOCUMENTATION
 VDAC / I  VDAP / I  VDAR / I  VDAS / I  VDCDF/ I  VDCOD/ I  VDDD / I  VDDR / I
 VDED / I  VDEI / I  VDER / I  VDFI / I  VDFR / I  VDIC / I  VDNTO/ I  VDOR / I
 VDPC / I  VDPL / I  VDRNF/ I  VDRNL/ I  VDRSF/ I  VDSS / I  VDEU / I  VDRT / I
 VDARL/ I  VDCOL/ I

VESSEL INSPECTION
 VIMR / I  VISF / I

PORT SAFETY
 PSFI / I  PSEI / I  PSAS / I  PSPC / I  PSBS / I  PSBR / I  PSDR / I  PSDF / I
 PSSP / I  PSPL / I  PSPI / I  PSVP / I  PSVH / I  PSHO / I

MARINE POLLUTION
 MPFI / I  MPEI / I  MPNS / I  MPPL / I  MPSP / I  MPVS / I  MPIR / I  MPRC / I
 MPRN / I

MARINE CASUALTY
 MCFI / I  MCEI / I  MCFS / I  MCIR / I  MCPS / I  MCPL / I  MCSP / I  MCVS /

PORT FILE
 PFPQ / I  PFEI / I  PFID / I  PFMB / I  PFMR / I  PFPA / I  PFPM / I  PFSO /
 PFTE / I  PFDF / I  PFTQ / I  PFUA / I  PFUL / I  PFIT / I  PFRT / I  PFIF /
 PFDT / I  PFLP / I  PFIML/ I  PFRS / I  PFLSC/ I  PFAS / I  PFMI / I  PFPL /
 PFRTD/ I  PFVD / I

MSIS SYSTEM
 MSIS / I  MSTS / I  MSDF / I  MSBB / I  MSCI / I  MSGM / I  MSMF / I

PARTY NAMES
 PNEI / I  PNID / I  PNVL / I  PNVA / I  PNAS / I  PNLNP/ I  PNLCP/ I  PNMF / I
 PNFA / I  PNEA / I

CARGO FILE
 CFEI / I  CFID / I  CFCR / I  CFFH / I  CFRD / I  CFSP / I  CFHH / I

MARINE VIOLATION
 MVRR / I  MVRS / I  MVRL / I  MVCD / I  MVSD / I  MVDL / I  MVEI / I

MARINE INSPECTION
 MIEI / I  MIAR / I  MISF / I  MIDF / I  MIDR / I  MICAF/ I  MICIF/ I  MISP /
 MICA / I  MICIA/ I  MICOI/ I  MICP / I  MIRNL/ I  MIFLN/ I  MIFR / I  MIILN/
 MILEC/ I  MILER/ I  MILIR/ I  MILON/ I  MICD / I  MIOI / I  MIPL / I  MIEC /
 MISD / I  MIEL / I  MISI / I  MISN / I  MISS / I  MIFI / I  MICN / I  MIAE /
 MICOA/ I  MIPIP/ I  MICCF/ I  MICOC/ I  MISOE/ I  MISOP/ I  MIMF / I  MICDF/ I

FACILITY FILE
 FFEI / I  FFID / I  FFIP / I  FFPF / I  FFPS / I  FFFF / I  FFLS / I  FFMS / I
 FFPV / I  FFOC / I  FFMI / I  FFPL / I
```

@ Field may be filled in with an X or an integer value.
* Field must be filled in on initial entry.

FIGURE 3-3. DATA DEFINITIONS FOR PFUA

TABLE 3-3. CODE VALUES FOR PFUA
(1) STATE AND TERRITORIAL CODES

CODE	EXPLANATION	CODE	EXPLANATION
AL	ALABAMA	NE	NEBRASKA
AK	ALASKA	NV	NEVADA
AS	AMERICAN SAMOA	NH	NEW HAMPSHIRE
AZ	ARIZONA	NJ	NEW JERSEY
AR	ARKANSAS	NM	NEW MEXICO
CA	CALIFORNIA	NY	NEW YORK
CZ	CANAL ZONE	CQ	NORTHERN MARIANAS ISLANDS
CO	COLORADO	NC	NORTH CAROLINA
CT	CONNECTICUT	ND	NORTH DAKOTA
DE	DELAWARE	NA	NOT APPLICABLE
DC	DISTRICT OF COLUMBIA	OH	OHIO
FL	FLORIDA	OK	OKLAHOMA
GA	GEORGIA	OR	OREGON
GU	GUAM	PA	PENNSYLVANIA
HI	HAWAII	PR	PUERTO RICO
ID	IDAHO	RI	RHODE ISLAND
IL	ILLINOIS	SC	SOUTH CAROLINA
IN	INDIANA	SD	SOUTH DAKOTA
IA	IOWA	TN	TENNESSEE
KS	KANSAS	TX	TEXAS
KY	KENTUCKY	TT	TRUST TERRITORIES
LA	LOUISIANA	UT	UTAH
ME	MAINE	VT	VERMONT
MD	MARYLAND	VA	VIRGINIA
MA	MASSACHUSETTS	VI	VIRGIN ISLANDS
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
MO	MISSOURI	WY	WYOMING
MT	MONTANA		

PFUA / Entry / Assigning Product Authority

STEP 1

- Be sure UID slot is blank
- **SEL,3**
- SEND

```
COMMAND/ SEL,3                          RESPONSE/ PLS ENTER YOUR RESPONSE
PFEI                        PORT FILE ENTRY INDEX                  12JAN88

PORT/ BOSVD  USER IDENTIFIER (UID)...../ _________  MBOX/ _________
LOG CRITERIA:  NITEMS/ __0  FROM (SINCE)/ _______   TO../ _______

                             -- MODE --
  --- CONTROL ---            ENTRY RTRV     --- LISTS ---                RTRV
IDENTIFICATION.......(PFID)    1    11    DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)    2    12    INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)    3    13    PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)    4    14    LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)    *    15    INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                    --- ACTIVITIES ---
MORNING REPORT.......(PFMR)    *    16    SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)   7    17    MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)    8    18    VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)    9    19
```

STEP 2

- MSIS responds with the blank form
- Enter data as appropriate
- **SEND**

```
COMMAND/ _____RESPONSE/ PLS ENTER YOUR RESPONSE
PFUA          PORT FILE USER AUTHORIZATIONS          12JAN88

UNIT NAME/ BOSTON DOCUMENTATION          UNIT CODE/ BOSVD

    USER NAME/ KAREN PAVELKA             PRIMARY ID NUMBER/ KBP169
    ROUTING../ ROOM 736                  ALTERNATE NUMBER / _____
    STREET.../ 447 COMMERCIAL STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                 NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
          -RELATIVE TO USER-               -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                  ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../ _____           UPDATE PASSWORD NUM/
```

STEP 3

- MSIS responds with the same authority as the unit's authority for the product sets. (These may be changed for the user)
- **SEND**

```
COMMAND/ _____________________________RESPONSE/ PLS ENTER YOUR RESPONSE
PFUA                    PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ BOSTON DOCUMENTATION              UNIT CODE/ BOSVD

    USER NAME/ KAREN PAVELKA                 PRIMARY ID NUMBER/ KBP169
    ROUTING../ ROOM 736                      ALTERNATE NUMBER /
    STREET.../ 447 COMMERCIAL STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                     NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
          -RELATIVE TO USER-                   -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                    ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../                   UPDATE PASSWORD NUM/

                                  PASSWORD 1
EITHER CHECK (X) THE PRODUCT SET FOR FURTHER ACCESS LEVEL DEFINITION OR KEY
THE PASSWORD'S HIGHEST ACCESS LEVEL TO THE RESPECTIVE PRODUCT SETS AUTHORIZED:
    VF/ X     VD/ X     VI/ X     PS/ X     MP/ X     MC/ X     PF/ X     MS/ X
    PN/ X     CF/ X     MV/ X     MI/ X     FF/ X

THE HIGHEST ACCESS LEVEL FOR EACH PRODUCT IS DEFINED AS FOLLOWS:
    BLANK - NO ACCESS PERMITTED                3 - PRODUCT VALIDATION
        0 - NO ACCESS PERMITTED                4 - SPECIAL AUTHORITY
        1 - RETRIEVAL ONLY                     5 - PRIVILEGED
        2 - ENTRY, UPDATE AND RETRIEVAL
```

STEP 4

- MSIS responds with all products marked with the unit's authority levels. Again, these may be changed.
- **SEND**

```
COMMAND/ _____RESPONSE/ PLS ENTER YOUR RESPONSE
PFUA                PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ BOSTON DOCUMENTATION              UNIT CODE/ BOSVD

    USER NAME/ KAREN PAVELKA                 PRIMARY ID NUMBER/ KBP169
    ROUTING../ ROOM 736                      ALTERNATE NUMBER /
    STREET.../ 447 COMMERCIAL STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                     NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
          -RELATIVE TO USER-                   -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                    ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../                   UPDATE PASSWORD NUM/

                                PASSWORD 1
EITHER CHECK (X) THE PRODUCT SET FOR FURTHER ACCESS LEVEL DEFINITION OR KEY
THE PASSWORD'S HIGHEST ACCESS LEVEL TO THE RESPECTIVE PRODUCT SETS AUTHORIZED:
    VF/ X     VD/ X     VI/ X     PS/ X     MP/ X     MC/ X     PF/ X     MS/ X
    PN/ X     CF/ X     MV/ X     MI/ X     FF/ X

THE HIGHEST ACCESS LEVEL FOR EACH PRODUCT IS DEFINED AS FOLLOWS:
    BLANK - NO ACCESS PERMITTED                  3 - PRODUCT VALIDATION
        0 - NO ACCESS PERMITTED                  4 - SPECIAL AUTHORITY
        1 - RETRIEVAL ONLY                       5 - PRIVILEGED
        2 - ENTRY, UPDATE AND RETRIEVAL

VESSEL FILE
 VFBD / 2  VFVK / 2  VFLNV/ 2  VFCD / 4  VFCG / 3  VFCM / 2  VFCS / 2  VFCA / 4
 VFDD / 3  VFDL / 3  VFDM / 3  VFDS / 4  VFED / 1  VFEI / 2  VFPF / 1  VFHD / 3
 VFMS / 4  VFID / 2  VFIP / 4  VFLD / 3  VFLS / 4  VFMC / 1  VFMD / 3  VFMP / 2
 VFND / 2  VFOD / 1  VFPD / 3  VFPP / 2  VFPS / 2  VFSC / 2  VFSD / 3  VFSL / 1
 VFSP / 1  VFSS / 3  VFVB / 3  VFOC / 1  VFVD / 3  VFMI / 1  VFVL / 2  VFMF / 1
 VFLI / 2  VFCE / 4  VFPV / 2  VFFF / 2  VFCL / 2  VFCC / 4

VESSEL DOCUMENTATION
 VDAC / 2  VDAP / 2  VDAR / 3  VDAS / 2  VDCDF/ 2  VDCOD/ 2  VDDD / 2  VDDR / 3
 VDED / 4  VDEI / 4  VDER / 2  VDFI / 1  VDFR / 2  VDIC / 3  VDNTO/ 3  VDOR / 2
 VDPC / 1  VDPL / 1  VDRNF/ 1  VDRNL/ 4  VDRSF/ 3  VDSS / 2  VDEU / 1  VDRT / 3
 VDARL/ 2  VDCOL/ 3

VESSEL INSPECTION
 VIMR / 3  VISF / 3

PORT SAFETY
 PSFI / 4  PSEI / 2  PSAS / 4  PSPC / 2  PSBS / 3  PSBR / 3  PSDR / 4  PSDF / 3
 PSSP / 2  PSPL / 3  PSPI / 1  PSVP / 3  PSVH / 3  PSHO / 2

MARINE POLLUTION
 MPFI / 3  MPEI / 4  MPNS / 1  MPPL / 2  MPSP / 3  MPVS / 2  MPIR / 4  MPRC / 2
 MPRN / 2

MARINE CASUALTY
 MCFI / 2  MCEI / 3  MCFS / 3  MCIR / 2  MCPS / 2  MCPL / 2  MCSP / 3  MCVS / 3

PORT FILE
 PFPQ / 2  PFEI / 3  PFID / 2  PFMB / 3  PFMR / 4  PFPA / 3  PFPM / 2  PFSO / 2
 PFTE / 3  PFDF / 4  PFTQ / 4  PFUA / 2  PFUL / 4  PFIT / 3  PFRT / 4  PFIF / 4
 PFDT / 3  PFLP / 2  PFIML/ 2  PFRS / 3  PFLSC/ 2  PFAS / 3  PFMI / 3  PFPL / 3
 PFRTD/ 2  PFVD / 3

MSIS SYSTEM
 MSIS / 2  MSTS / 3  MSDF / 3  MSBB / 2  MSCI / 3  MSGM / 2  MSMF / 2

PARTY NAMES
 PNEI / 3  PNID / 2  PNVL / 2  PNVA / 3  PNAS / 3  PNLNP/ 2  PNLCP/ 2  PNMF / 3
 PNFA / 2  PNEA / 2

CARGO FILE
 CFEI / 4  CFID / 2  CFCR / 3  CFFH / 3  CFRD / 4  CFSP / 2  CFHH / 3

MARINE VIOLATION
 MVRR / 4  MVRS / 2  MVRL / 3  MVCD / 3  MVSD / 3  MVDL / 2  MVEI / 2

MARINE INSPECTION
 MIEI / 3  MIAR / 2  MISF / 2  MIDF / 2  MIDR / 3  MICAF/ 2  MICIF/ 3  MISP / 4
 MICA / 2  MICIA/ 4  MICOI/ 2  MICP / 4  MIRNL/ 4  MIFLN/ 4  MIFR / 2  MIILN/ 2
 MILEC/ 4  MILER/ 3  MILIR/ 4  MILON/ 3  MICD / 2  MIOI / 3  MIPL / 2  MIEC / 4
 MISD / 2  MIEL / 2  MISI / 3  MISN / 2  MISS / 3  MIFI / 2  MICN / 3  MIAE / 3
 MICOA/ 3  MIPIP/ 4  MICCF/ 2  MICOC/ 3  MISOE/ 2  MISOP/ 3  MIMF / 2  MICDF/ 2

FACILITY FILE
 FFEI / 2  FFID / 2  FFIP / 3  FFPF / 2  FFPS / 3  FFFF / 2  FFLS / 3  FFMS / 3
 FFPV / 4  FFOC / 3  FFMI / 3  FFPL / 3
```

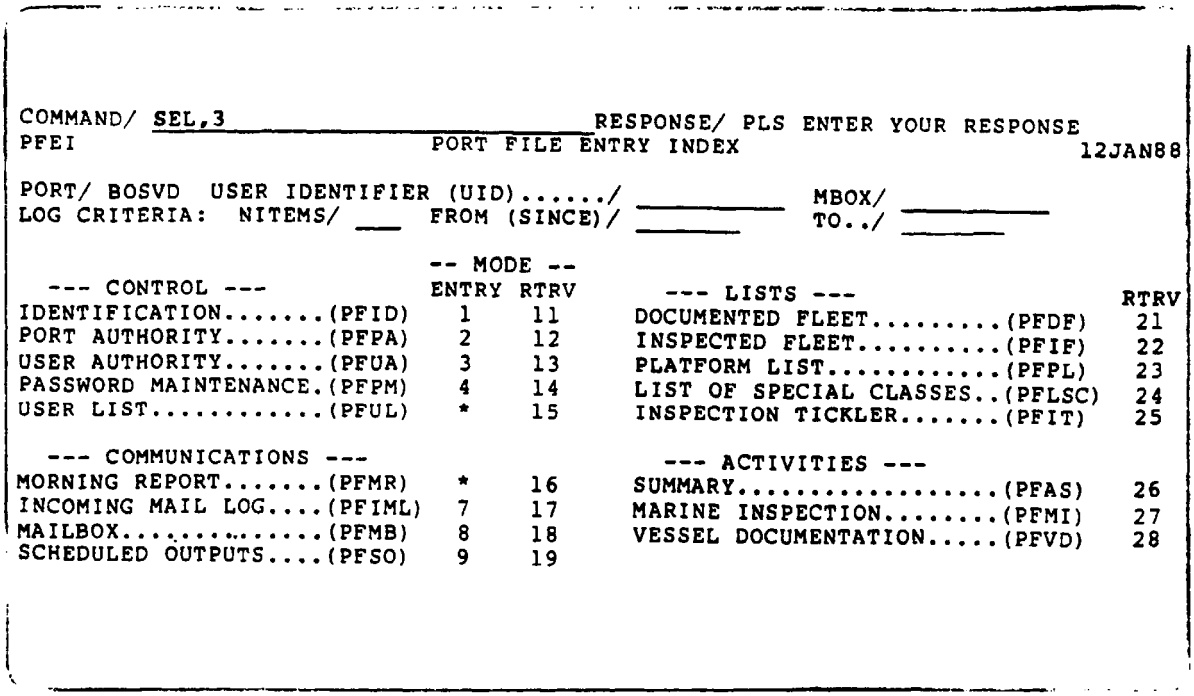
STEP 5

- MSIS responds with the message "Key YES to See All Passwords"
- The user enters **YES** and presses SEND
- MSIS responds with the assigned password

```
COMMAND/ _____________________________RESPONSE/ PFEI  NEXT ON QUEUE
PFUA                  PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ BOSTON DOCUMENTATION              UNIT CODE/ BOSVD

    USER NAME/ KAREN PAVELKA                 PRIMARY ID NUMBER/ KBP169
    ROUTING../ ROOM 736                      ALTERNATE NUMBER /
    STREET.../ 447 COMMERCIAL STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                     NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
         -RELATIVE TO USER-                    -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                    ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../                   UPDATE PASSWORD NUM/

ASSIGNED PASSWORDS:
  1 - RZE005
```

STEP 1

- **Select the product in entry mode**
- **SEL,3**
- **SEND**



STEP 2

- MSIS responds with a blank form
- Fill in the basic user information, including the user's ID number and the user ident being cloned

```
COMMAND/ _____RESPONSE/ PLS ENTER YOUR RESPONSE
PFUA                PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ BOSTON DOCUMENTATION          UNIT CODE/ BOSVD

    USER NAME/ NORMAN MACARTHUR          PRIMARY ID NUMBER/ DOG722
    ROUTING../ ROOM 736                  ALTERNATE NUMBER / _____
    STREET.../ 447 COMMERCIAL STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                 NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
          -RELATIVE TO USER-               -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                  ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../ KBP169          UPDATE PASSWORD NUM/
```

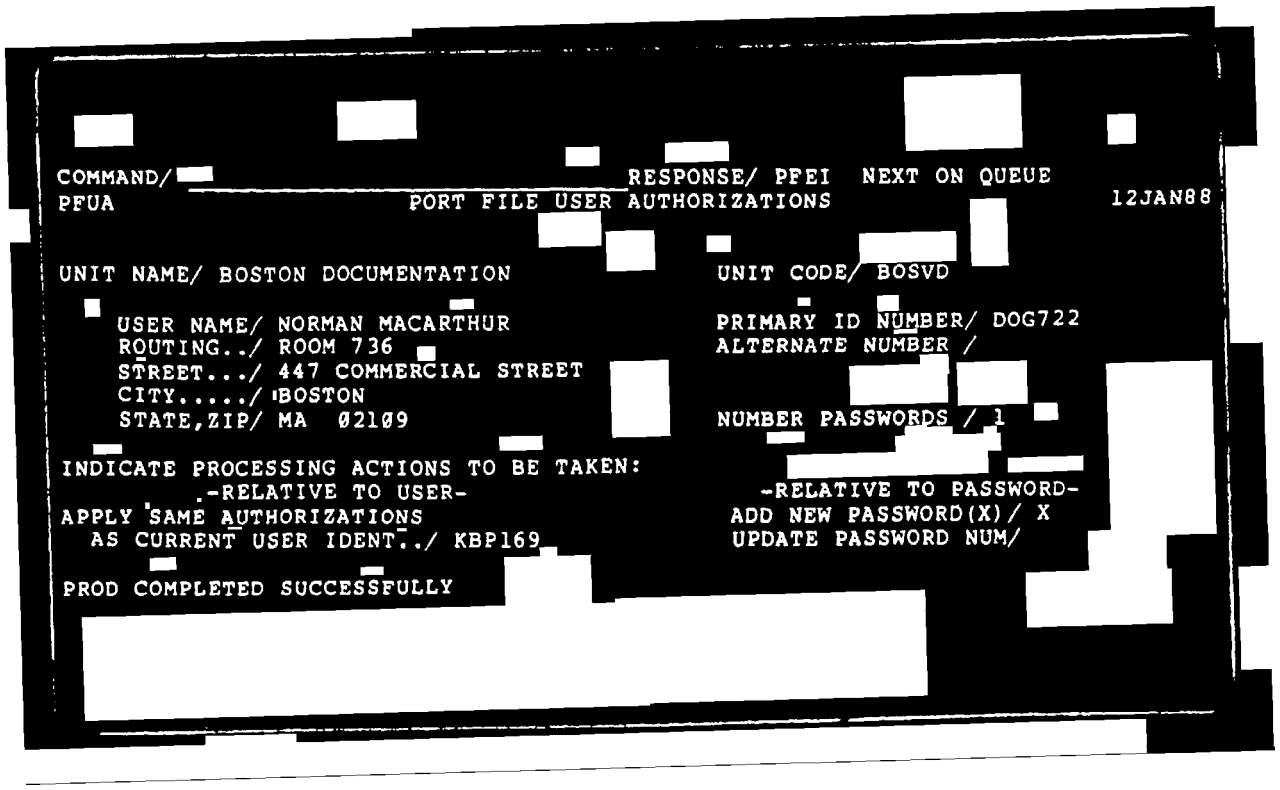
STEP 3

- MSIS responds with the user authorization levels for all products and product sets
- **SEND**

```
COMMAND/ _____                    RESPONSE/ PLS ENTER YOUR RESPONSE
PFUA                  PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ BOSTON DOCUMENTATION                UNIT CODE/ BOSVD

    USER NAME/ NORMAN MACARTHUR                PRIMARY ID NUMBER/ DOG722
    ROUTING../ ROOM 736                        ALTERNATE NUMBER /
    STREET.../ 447 COMMERCIAL STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                       NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
          -RELATIVE TO USER-                     -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                      ADD NEW PASSWORD(X)/ X
  AS CURRENT USER IDENT../ KBP169              UPDATE PASSWORD NUM/

                                  PASSWORD 1
EITHER CHECK (X) THE PRODUCT SET FOR FURTHER ACCESS LEVEL DEFINITION OR KEY
THE PASSWORD'S HIGHEST ACCESS LEVEL TO THE RESPECTIVE PRODUCT SETS AUTHORIZED:
    VF/ X     VD/ X     VI/ X     PS/ X     MP/ X     MC/ X     PF/ X     MS/ X
    PN/ X     CF/ X     MV/ X     MI/ X     PF/ X

THE HIGHEST ACCESS LEVEL FOR EACH PRODUCT IS DEFINED AS FOLLOWS:
    BLANK - NO ACCESS PERMITTED                3 - PRODUCT VALIDATION
        0 - NO ACCESS PERMITTED                4 - SPECIAL AUTHORITY
        1 - RETRIEVAL ONLY                     5 - PRIVILEGED
        2 - ENTRY, UPDATE AND RETRIEVAL

VESSEL FILE
 VFBD / 2  VFVK / 2  VFLNV/ 2  VFCD / 4  VFCG / 3  VFCM / 2  VFCS / 2  VFCA / 4
 VFDD / 3  VFDL / 3  VFDM / 3  VFDS / 4  VFED / 1  VFEI / 2  VFPF / 1  VFHD / 3
 VFMS / 4  VFID / 2  VFIP / 4  VFLD / 3  VFLS / 4  VFMC / 1  VFMD / 3  VFMP / 2
 VFND / 2  VFOD / 1  VFPD / 3  VFPP / 2  VFPS / 2  VFSC / 2  VFSD / 3  VFSL / 1
 VFSP / 1  VFSS / 3  VFVB / 3  VFOC / 1  VFVD / 3  VFMI / 1  VFVL / 2  VFMF / 1
 VFLI / 2  VFCE / 4  VFPV / 2  VFFF / 2  VFCL / 2  VFCC / 4

VESSEL DOCUMENTATION
 VDAC / 2  VDAP / 2  VDAR / 3  VDAS / 2  VDCDF/ 2  VDCOD/ 2  VDDD / 2  VDDR / 3
 VDED / 4  VDEI / 4  VDER / 2  VDFI / 1  VDFR / 2  VDIC / 3  VDNTO/ 3  VDOR / 2
 VDPC / 1  VDPL / 1  VDRNF/ 1  VDRNL/ 4  VDRSF/ 3  VDSS / 2  VDEU / 1  VDRT / 3
 VDARL/ 2  VDCOL/ 3

VESSEL INSPECTION
 VIMR / 3  VISF / 3

PORT SAFETY
 PSFI / 4  PSEI / 2  PSAS / 4  PSPC / 2  PSBS / 3  PSBR / 3  PSDR / 4  PSDF / 3
 PSSP / 2  PSPL / 3  PSPI / 1  PSVP / 3  PSVH / 3  PSHO / 2

MARINE POLLUTION
 MPFI / 3  MPEI / 4  MPNS / 1  MPPL / 2  MPSP / 3  MPVS / 2  MPIR / 4  MPRC / 2
 MPRN / 2

MARINE CASUALTY
 MCFI / 2  MCEI / 3  MCFS / 3  MCIR / 2  MCPS / 2  MCPL / 2  MCSP / 3  MCVS / 3

PORT FILE
 PFPQ / 2  PFEI / 3  PFID / 2  PFMB / 3  PFMR / 4  PFPA / 3  PFPM / 2  PFSO / 2
 PFTE / 3  PFDF / 4  PFTQ / 4  PFUA / 2  PFUL / 4  PFIT / 3  PFRT / 4  PFIE / 4
 PFDT / 3  PFLP / 2  PFIML/ 2  PFRS / 3  PFLSC/ 2  PFAS / 3  PFMI / 3  PFPL / 3
 PFRTD/ 2  PFVD / 3

MSIS SYSTEM
 MSIS / 2  MSTS / 3  MSDF / 3  MSBB / 2  MSCI / 3  MSGM / 2  MSMF / 2

PARTY NAMES
 PNEI / 3  PNID / 2  PNVL / 2  PNVA / 3  PNAS / 3  PNLNP/ 2  PNLCP/ 2  PNMF / 3
 PNFA / 2  PNEA / 2

CARGO FILE
 CFEI / 4  CFID / 2  CFCR / 3  CFFH / 3  CFRD / 4  CFSP / 2  CFHH / 3

MARINE VIOLATION
 MVRR / 4  MVRS / 2  MVRL / 3  MVCD / 3  MVSD / 3  MVDL / 2  MVEI / 2

MARINE INSPECTION
 MIEI / 3  MIAR / 2  MISF / 2  MIDF / 2  MIDR / 3  MICAF/ 2  MICIF/ 3  MISP / 4
 MICA / 2  MICIA/ 4  MICOI/ 2  MICP / 4  MIRNL/ 4  MIFLN/ 4  MIFR / 2  MIILN/ 2
 MILEC/ 4  MILER/ 3  MILIR/ 4  MILON/ 3  MICD / 2  MIOI / 3  MIPL / 2  MIEC / 4
 MISD / 2  MIEL / 2  MISI / 3  MISN / 2  MISS / 3  MIFI / 2  MICN / 3  MIAE / 3
 MICOA/ 3  MIPIP/ 4  MICCF/ 2  MICOC/ 3  MISOE/ 2  MISOP/ 3  MIMF / 2  MICDF/ 2

FACILITY FILE
 FFEI / 2  FFID / 2  FFIP / 3  FFPF / 2  FFPS / 3  FFFF / 2  FFLS / 3  FFMS / 3
 FFPV / 4  FFOC / 3  FFMI / 3  FFPL / 3
```

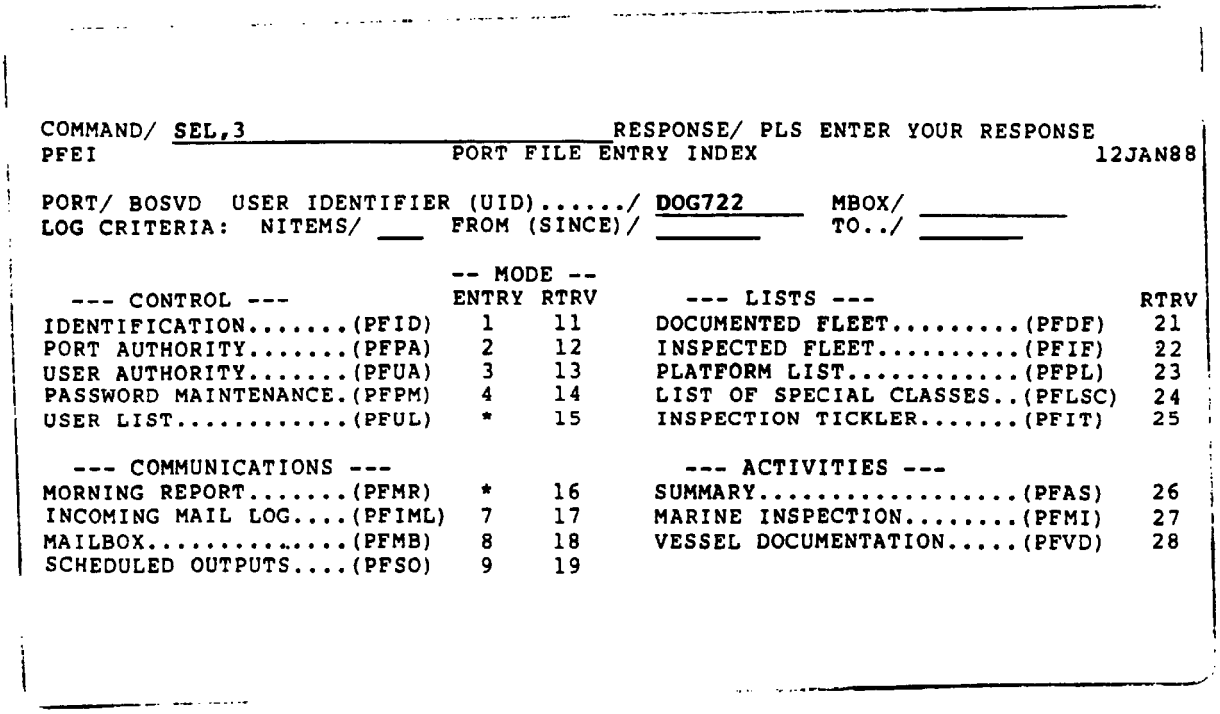
STEP 4

- MSIS responds with a confirmation message



STEP 1

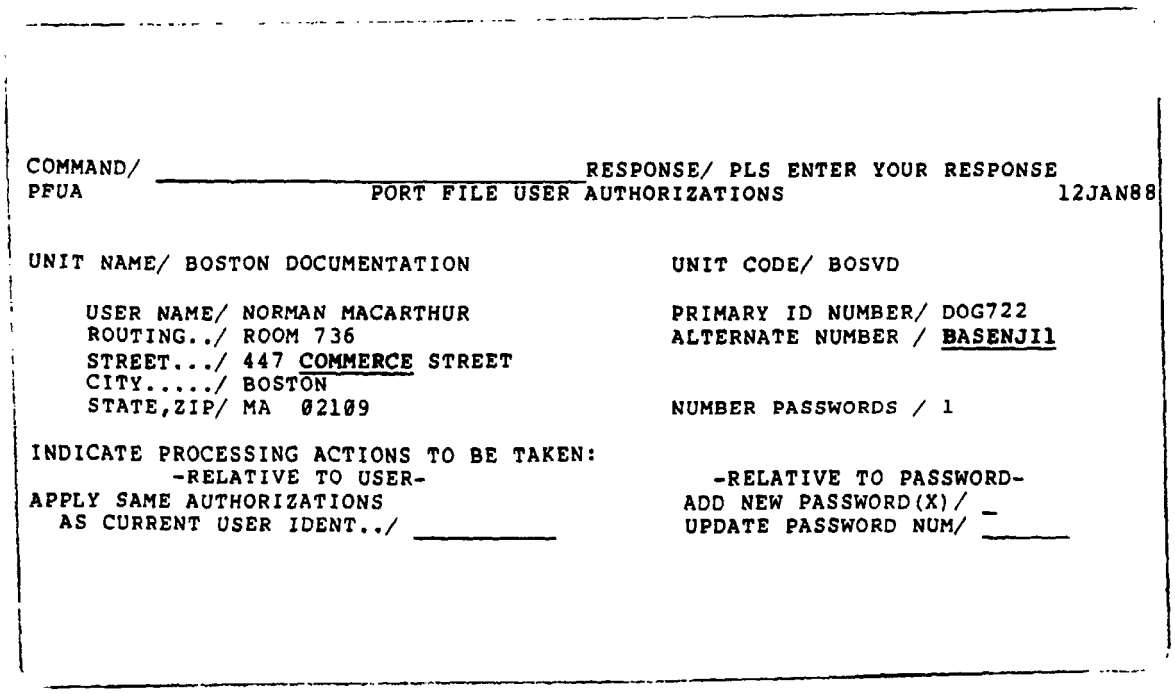
- Be sure the UID slot has the appropriate user
- SEL,3
- SEND



```
COMMAND/ SEL,3                          RESPONSE/ PLS ENTER YOUR RESPONSE
PFEI                        PORT FILE ENTRY INDEX                  12JAN88

PORT/ BOSVD  USER IDENTIFIER (UID)...../ DOG722     MBOX/ __________
LOG CRITERIA:  NITEMS/ ___  FROM (SINCE)/ _______   TO../ _______

                             -- MODE --
  --- CONTROL ---            ENTRY RTRV     --- LISTS ---                 RTRV
IDENTIFICATION.......(PFID)    1    11   DOCUMENTED FLEET.........(PFDF)   21
PORT AUTHORITY.......(PFPA)    2    12   INSPECTED FLEET..........(PFIF)   22
USER AUTHORITY.......(PFUA)    3    13   PLATFORM LIST............(PFPL)   23
PASSWORD MAINTENANCE.(PFPM)    4    14   LIST OF SPECIAL CLASSES..(PFLSC)  24
USER LIST............(PFUL)    *    15   INSPECTION TICKLER.......(PFIT)   25

  --- COMMUNICATIONS ---                    --- ACTIVITIES ---
MORNING REPORT.......(PFMR)    *    16   SUMMARY..................(PFAS)   26
INCOMING MAIL LOG....(PFIML)   7    17   MARINE INSPECTION........(PFMI)   27
MAILBOX..............(PFMB)    8    18   VESSEL DOCUMENTATION.....(PFVD)   28
SCHEDULED OUTPUTS....(PFSO)    9    19
```

STEP 2

- MSIS responds with the basic user information
- Change data and/or request processing actions
- **SEND**



STEP 3

- **MSIS responds with a confirmation message**

```
COMMAND/ _____________________________RESPONSE/ PFEI  NEXT ON QUEUE
PFUA                  PORT FILE USER AUTHORIZATIONS                12JAN88

UNIT NAME/ BOSTON DOCUMENTATION              UNIT CODE/ BOSVD

    USER NAME/ NORMAN MACARTHUR              PRIMARY ID NUMBER/ DOG722
    ROUTING../ ROOM 736                      ALTERNATE NUMBER / BASENJI1
    STREET.../ 447 COMMERCE STREET
    CITY...../ BOSTON
    STATE,ZIP/ MA  02109                     NUMBER PASSWORDS / 1

INDICATE PROCESSING ACTIONS TO BE TAKEN:
         -RELATIVE TO USER-                    -RELATIVE TO PASSWORD-
APPLY SAME AUTHORIZATIONS                    ADD NEW PASSWORD(X)/
  AS CURRENT USER IDENT../                   UPDATE PASSWORD NUM/

PROD COMPLETED SUCCESSFULLY
```

E. Port File Password Maintenance -- **PPPM**.

1. **PFPM** Purpose and Description.

   a. Deactivates all password authority for a user.

   b. Changes a password.

   c. Temporarily assigns a user to act on behalf of another unit.

   d. Displays all users and their respective passwords assigned to the subject unit.

   e. Figure 3-4 shows the data definitions for PFPM. See Table 3-4 for the code values and Enclosure (1) for the abbreviation meanings.

   f. The use of PFPM is illustrated in the following example sequence entitled: Maintaining a unit's Password Authority.

2. Accessing **PFPM**.

   a. Menu. PFPM is normally accessed through PFEI.

   b. Free-Form. PFPM can be accessed through free-form with:

      -PFPM,<E, U, or R>,UID=<user identification>

      where:

      E = entry mode
      U = update mode
      R = retrieval mode
      UID = user identification

      EXAMPLE:

      -PFPM,E

      or

      -PFPM,R

   c. Selection From Other Products. PFPM is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 4 Entry/Usage - 4
      Specify Alternate Authorization - 5

3.E.3. **PFPM** Data Entry Requirements and Explanation.

a. General Processing. PFPM is used to perform three basic functions:

(1) Deactivate or change the passwords for an individual or all users at a unit.

(2) Temporarily extend one or more of a unit's valid passwords to another unit so the second unit may act on behalf of the first.

(3) Remove a user.

PFPM is accessed via PFEI in **E(ntry)** /**U(pdate)** mode. At the unit level, PFPM is used to change or deactivate passwords for specified users. If a UID is filled in on PFEI and PFPM is accessed, MSIS will default to PFPM for that UID only. When the UID is blanked out on PFEI, PFPM lists all users that have been assigned passwords at the unit. In **U(pdate)** mode, KILL USER in PFPM removes the UID and all assigned passwords; PASSWORD ACTION-K.C. is used to kill or change a specific password. Passwords for all unit users should be changed at least-annually, or when there is reason to believe a password has been compromised. UIDs shall be removed and associated passwords shall be deactivated upon the user's departure from the unit.

At the Headquarters level, MSIS responds by asking the user with level 5 authority if he/she wants that part of PFPM which is used to assign password authority to another port. This appears in the Response Slot before the image is generated. If **YES** is entered in the Command Slot, PFPM responds with a list of all passwords for that port and seven lines for the entry of unit codes. The user then proceeds by entering one or more valid unit codes adjacent to the password(s) desired. Each unit code must be a valid code and should not be duplicated for any given password. To remove an alternate authorization, request PFPM in update mode and blank out the appropriate unit code. A unit code may also be overwritten with another unit code to delete the first authorization and establish the authority of the second.

If the user does not have level 5 authority or enters a blank command when asked for alternate authorization, MSIS responds with a complete user/password list for the subject port. (The MSIS Headquarters System Manager may also specify any unit desired on PFEI.) The user may then deactivate all passwords for a

3.E.3.a. (Cont'd) specific user (KILL USER) or may deactivate or change specific passwords for any user listed (PASSWORD ACTION -K.C.).

PFPM may be accessed in **R(etrieval)** mode to view the list of passwords currently authorized to act on behalf of the subject port. No other information may be displayed in **R(etrieval)** mode.

Please note: PFPM can display a maximum of 100 lines of data per screen image. If more passwords exist, the user receives the message "MORE PASSWDS EXIST: KEY MORE". The user enters **MORE** and presses **SEND** to receive the second screen image. The overall limit for PFPM is 200 passwords per unit.

b. Special Processing. None.

SCREEN 1

```
COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
 PFPM                PORT FILE PASSWORD MAINTENANCE                28MAR86

 UNIT NAME/ MSO ST. LOUIS              UNIT CODE/ SLMMS   NUMBER USERS..../   0

              --- PASSWORD USER ALTERNATE AUTHORIZATIONS ---

    PASSWORD      ---------------- ALTERNATE UNITS ------------------
     ABC123       (1)
     DEF456
     GHI789
     JKL101
     MNO112
```

SCREEN 2

```
 COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFPM                 PORT FILE PASSWORD MAINTENANCE                28MAR86

 UNIT NAME/ MSO ST. LOUIS              UNIT CODE/ SLMMS   NUMBER USERS..../   2

                          --USER PASSWORD LIST---
     KILL                                              PASSWORD
     USER          USER                  USER      USER  ACTION
 ITEM (K)          NAME                  ID NUM    PASSWORD (K,C) PROCESSING ACTIONS
   1  (2) JEFF SMYTHE                   SMYTHE     SMY414   (3)
   2  ___ JEAN FORTUNE                  FORT       FOR099   ___
```

FIGURE 3-4. DATA DEFINITIONS FOR PFPM

TABLE 3-4. CODE VALUES FOR PFPM
(1) PORT CODES

CODE	EXPLANATION		
GMP	CG HEADQUARTERS (G-MP-4)		
GMMI	(G-MMI)		
GMTH	(G-MTH)		
GMVI	(G-MVI)		
GMVI6	(G-MVI-6)		
GWP	(G-WP)		
GWER	(G-WER)		
GWPE	(G-WPE)	PA	COMMANDER, PACIFIC AREA
NRC	(G-TGC)	NSFLT	ATLANTIC AREA STRIKE TEAM
GTDS	(G-TDS)	NSFPT	PACIFIC AREA STRIKE TEAM
GMSC	MARINE SAFETY CENTER		
MSS	MARINE SAFETY SCHOOL		
01M	COMMANDER, FIRST CG DISTRICT (M)		
BOSMS	MSO BOSTON, MA		
BOSVD	VESDOC, BOSTON, MA		
POMMS	MSO PORTLAND, ME		
BAND	MSD BANGOR, ME		
PROMS	MSO PROVIDENCE, RI		
CODD	MSD CAPE COD, MA		
NYCMI	MIO NEW YORK, NY		
NYCVD	VESDOC NEW YORK, NY		
NLOD	MIDET NEW LONDON, CT		
LISCP	COTP LONG ISLAND SOUND, CT		
LISD	PSD NEW LONDON, CT		
NYCCP	COTP NEW YORK, NY		
02M	COMMANDER, SECOND CG DISTRICT (M)		
HUNMS	MSO HUNTINGTON, WV		
MARD	MSD MARIETTA, OH		
LOUMS	MSO LOUISVILLE, KY		
EVND	MSD EVANSVILLE, TN		
CIND	MSD CINCINNATI, OH		
MEMMS	MSO MEMPHIS, TN		
GRND	MSD GREENVILLE, MS		
PADMS	MSO PADUCAH, KY		
NASD	MSD NASHVILLE, TN		
DECD	MSD DECATUR, AL		
PITMS	MSO PITTSBURGH, PA		
SLMMS	MSO ST. LOUIS, MO		
SLMVD	VESDOC ST. LOUIS, MO		
PEOD	MSD PEORIA, IL		
STPD	MSD MINN./ST. PAUL		
DAVD	MSD DAVENPORT, IA		

TABLE 3-4. CODE VALUES FOR PFPM (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
05M	COMMANDER, FIFTH CG DISTRICT (M)
BALMS	MSO BALTIMORE, MD
HMRMS	MSO HAMPTON ROADS, VA
HMRVD	VESDOC HAMPTON ROADS, VA
WNCMS	MSO WILMINGTON, NC
MHCD	MSD MOREHEAD CITY, NC
PHIMI	MIO PHILADELPHIA, PA
PHIVD	VESDOC PHILADELPHIA, PA
PHICP	COTP PHILADELPHIA, PA
07M	COMMANDER, SEVENTH CG DISTRICT (M)
CHAMS	MSO CHARLESTON, SC
JACMS	MSO JACKSONVILLE, FL
MIAMS	MSO MIAMI, FL
MIAVD	VESDOC MIAMI, FL
KEYD	MSD KEY WEST, FL
SJPMS	MSO SAN JUAN, PR
PTPD	MSD PORT PONCE, PR
STTD	MSD ST. THOMAS, USVI
SAVMS	MSO SAVANNAH, GA
TAMMS	MSO TAMPA, FL
08M	COMMANDER, EIGHTH CG DISTRICT (M)
CORMS	MSO CORPUS CHRISTI, TX
BRND	MSD BROWNSVILLE, TX
GALMS	MSO GALVESTON, TX
MOBMS	MSO MOBILE, AL
PATMS	MSO PORT ARTHUR, TX
LKCD	MSD LAKE CHARLES, LA
HOUMI	MIO HOUSTON, TX
HOUVD	VESDOC HOUSTON, TX
MORMS	MSO MORGAN CITY, LA
HMAD	MSD HOUMA, LA
NEWMS	MSO NEW ORLEANS, LA
EBKD	MIDET EAST BANK, LA
AVND	MIDET AVONDALE
NEWVD	VESDOC NEW ORLEANS, LA
BATD	MSD BATON ROUGE, LA
HOUCP	OTP HOUSTON, TX

TABLE 3-4. CODE VALUES FOR PFPM (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
09M	COMMANDER, NINTH CG DISTRICT (M)
CLEVD	VESDOC CLEVELAND, OH
BUFMS	MSO BUFFALO, NY
ALXD	MSD ALEXANDRIA BAY, NY
CHIMS	MSO CHICAGO, IL
CLEMS	MSO CLEVELAND, OH
DETMS	MSO DETROIT, MI
DULMS	MSO DULUTH, MN
MILMS	MSO MILWAUKEE, WI
TOLMS	MSO TOLEDO, OH
SIMMI	MIO ST. IGNACE, MI
STBMI	MIO STURGEON BAY, WI
MUSCP	COTP MUSKEGON, MI
SSMCP	COTP SAULT STE MARIE, MI
11M	COMMANDER, ELEVENTH CG DISTRICT (M)
LOSMS	MSO LONG BEACH, CA
LOSVD	VESDOC LONG BEACH, CA
SBCD	MSD SANTA BARBARA, CA
SDCMS	MSO SAN DIEGO, CA
SFCMS	MSO SAN FRANCISCO, CA
SFCVD	VESDOC SAN FRANCISCO, CA
COND	MSD CONCORD, CA
13M	COMMANDER, THIRTEENTH CG DISTRICT (M)
PORMS	MSO PORTLAND, OR
PORVD	VESDOC PORTLAND, OR
ASTD	MSD ASTORIA, OR
COOD	MSD COOS BAY, OR
SEAMS	MSO SEATTLE, WA
SEAVD	VESDOC SEATTLE, WA
ANAD	MSD ANACORTES, WA
TACD	MSD TACOMA, WA
14M	COMMANDER, FOURTEENTH CG DISTRICT (M)
HONMS	MSO HONOLULU, HI
HONVD	VESDOC HONOLULU, HI
GUAD	MSD GUAM
17M	COMMANDER, SEVENTEENTH CG DISTRICT (M)
ANCMS	MSO ANCHORAGE, AK
KEND	MSD KENAI, AK
KODD	MSD KODIAK, AK
JUNMS	MSO JUNEAU, AK
JUNVD	VESDOC JUNEAU, AK
KETD	MSD KETCHIKAN, AK
SITD	MSD SITKA, AK
VALMS	MSO VALDEZ, AK

TABLE 3-4. CODE VALUES FOR PFPH (Continued)

The following section of port codes can be used as a Historical Reference. These port codes were implemented at one time, so they can appear in the PORT slot. However, they are not to be used for E(ntry) purposes.

CODE	EXPLANATION
03M	COMMANDER, THIRD CG DISTRICT (M)
12M	COMMANDER, TWELFTH CG DISTRICT (M)
AVND	AVONDALE SHIPYARD
BERD	PSD BERWICK BAY, LA
CINMS	MSO CINCINNATI, OH
GUAMS	MSO GUAM
LOSMI	MIO LONG BEACH, CA
MORD	MIDET MORGAN CITY, LA
NASMS	MSO NASHVILLE, TN
NEWCP	COTP NEW ORLEANS, LA
NEWMI	MIO NEW ORLEANS, LA
NHACP	COTP NEW HAVEN, CT
NLOCP	COTP NEW LONDON, CT
SEAMI	MIO SEATTLE, WA
STBMS	MSO STURGEON BAY, WI
STCD	MSD ST. CROIX, USVI
STPMS	MSO ST. PAUL, MN

TABLE 3-4. CODE VALUES FOR PFPH (Continued)

(2) KILL USER

CODE	EXPLANATION
K	KILL

(3) PASSWORD ACTION

CODE	EXPLANATION
K	KILL
C	CHANGE

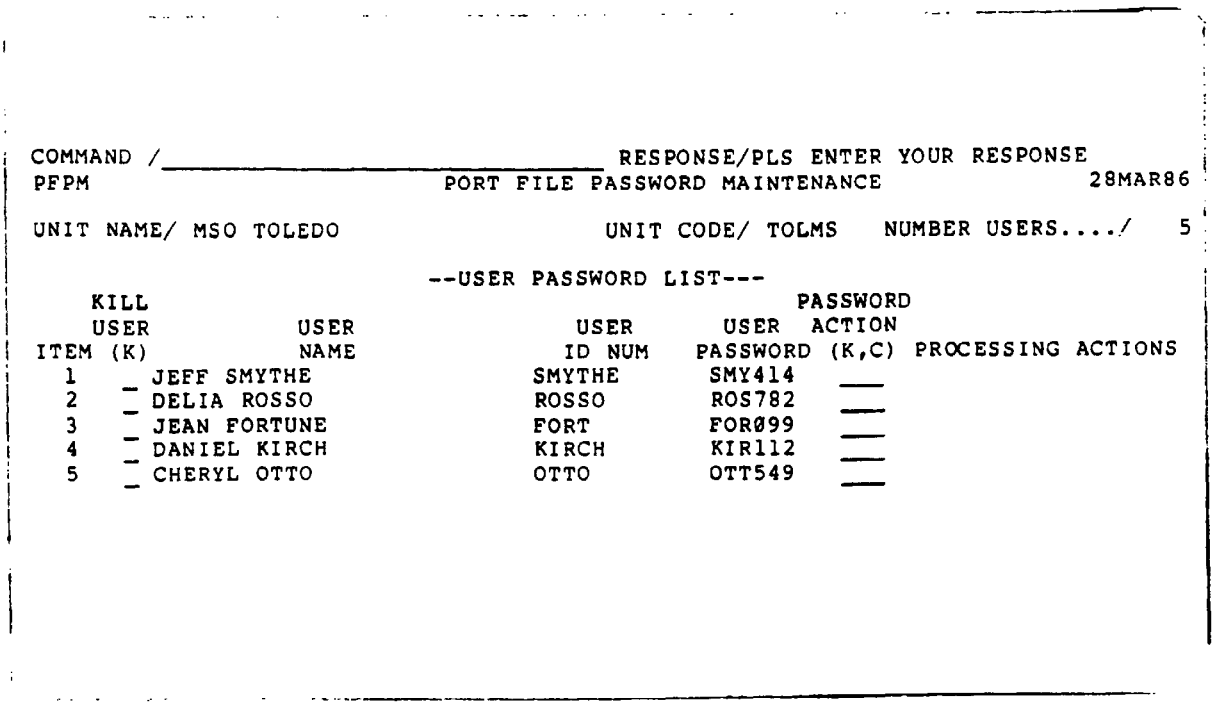
STEP 1

- Enter port identifier
- COMMAND: **SEL,4**
- **SEND**

```
COMMAND /SEL,4                          RESPONSE/PLS ENTER YOUR RESPONSE
PFEI                        PORT FILE ENTRY INDEX                  28MAR86

PORT/ TOLMS  USER IDENTIFIER (UID)...../ SMYTHE      MBOX/ _________
LOG CRITERIA:  NITEMS/ ___  FROM (SINCE)/ _______    TO../ _______

                            -- MODE --
  --- CONTROL ---           ENTRY RTRV     --- LISTS ---                RTRV
IDENTIFICATION.......(PFID)   1    11   DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)   2    12   INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)   3    13   PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)   4    14   LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)   *    15   INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                   --- ACTIVITIES ---
MORNING REPORT.......(PFMR)   *    16   SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)  7    17   MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)   8    18   VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)   9    19
```

STEP 2

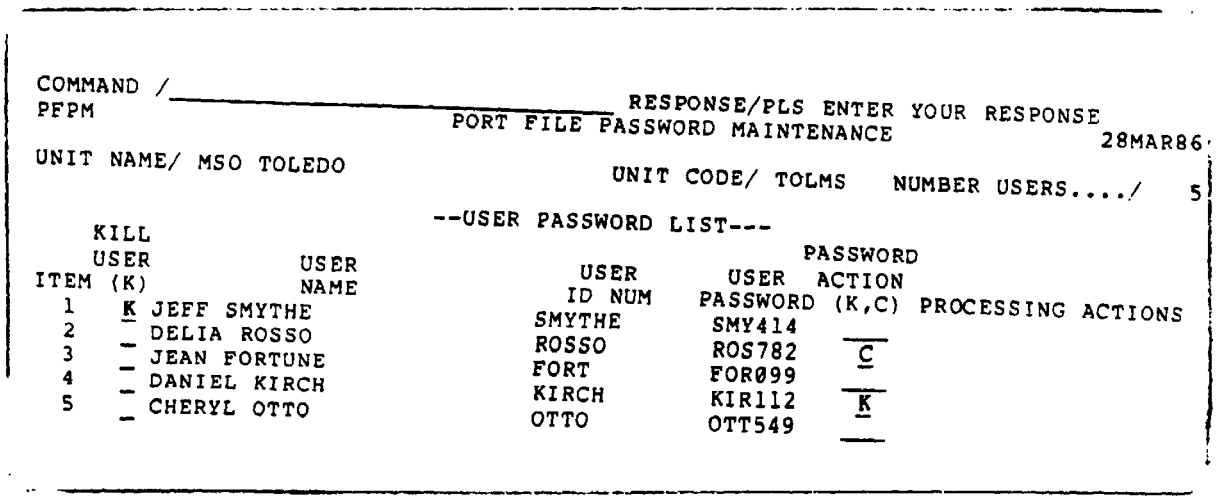
- MSIS responds with a list of the current user names and passwords



```
COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFPM                    PORT FILE PASSWORD MAINTENANCE              28MAR86

UNIT NAME/ MSO TOLEDO              UNIT CODE/ TOLMS   NUMBER USERS..../   5

                              --USER PASSWORD LIST---
    KILL                                                  PASSWORD
    USER          USER                  USER      USER    ACTION
ITEM (K)          NAME                  ID NUM    PASSWORD (K,C) PROCESSING ACTIONS
  1    _ JEFF SMYTHE                   SMYTHE     SMY414    __
  2    _ DELIA ROSSO                   ROSSO      ROS782    __
  3    _ JEAN FORTUNE                  FORT       FORØ99    __
  4    _ DANIEL KIRCH                  KIRCH      KIR112    __
  5    _ CHERYL OTTO                   OTTO       OTT549    __
```

STEP 3

- Enter desired actions. In this case, kill (K) a password and a user and change (C) another password
- **SEND**



STEP 4

- MSIS responds with the processing actions and a completion message

```
COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFPM                    PORT FILE PASSWORD MAINTENANCE              28MAR86

UNIT NAME/ MSO TOLEDO              UNIT CODE/ TOLMS   NUMBER USERS..../   5

                          --USER PASSWORD LIST---
    KILL                                          PASSWORD
    USER          USER                 USER       USER  ACTION
ITEM (K)          NAME                 ID NUM     PASSWORD (K,C) PROCESSING ACTIONS
  1   K  JEFF SMYTHE                  SMYTHE     SMY414         USER KILLED
  2   _  DELIA ROSSO                  ROSSO      ROS782    C    NEW PASSWORD= ROS620
  3   _  JEAN FORTUNE                 FORT       FOR099
  4   _  DANIEL KIRCH                 KIRCH      KIR112    K    PASSWORD KILLED
  5   _  CHERYL OTTO                  OTTO       OTT549

 PROD COMPLETED SUCCESSFULLY
```

F. Port File User List -- **PFUL**.

1. **PFUL** Purpose and Description.

   a. Displays a list of all users or all users with their passwords authorized by the invoking port.

   b. Displays highest authority granted for each product set for each user or user's password.

   c. Displays all passwords for a given user. (The user must have been authorized by the invoking unit.)

   d. Figure 3-5 shows PFUL as it appears on the terminal.

2. Accessing **PFUL**.

   a. Menu. PFUL is normally accessed through PFEI.

   b. Free-Form. PFUL can be accessed through free-form

      With:

      -PFUL,R

      where:
      R = retrieval mode
      EXAMPLE:

      -PFUL,R

      or

      -PFUL,R,UNIT=<unit or port code>

      where:

      R = retrieval mode
      UNIT = unit or port code

      Note: Use this form of the free-form command to ohange the unit to be viewed.

      EXAMPLE:

      -PFUL,R,UNIT=DETMS

   c. Selection From Other Products. PFUL is not accessed from other proddcts.

3.F.2. d. Product Use Authority Levels.
Retrieval - 1 To view Passwords - 4

3. PFUL Data Entry Requirements and Explanation.

a. General Processing. PFUL can only be accessed in **R(etrieval)** mode. When accessing PFUL from PFFI the user has the option of specifying whether he/she would like to view user information for all users at that port or user information for a particular user. If the user desires to see information for just one user, enter that user's identifier in the SUBJECT USER IDENTIFIER (UID) slot of PFEI. If, however, the user desires to view information for all users at that port, leave the SUBJECT USER IDENTIFIER (UID) slot blank. When PFUL has been accessed from PFEI, MSIS asks the user if he/she wishes to see passwords. If the user does not wish to view the user password list, simply hit **SEND**, or else enter "PASSWORDS" in USERS slot and hit **SEND**. MSIS will respond with all requested user information. If the user simply hits **SEND**, the screen will display the number of passwords.

Please note: PFUL can display a maximum of 100 lines of data per screen image. If more passwords exist, the user receives the message "MORE PASSWDS EXIST: KEY MORE". The user enters **MORE** and presses **SEND** to receive the second screen image. The overall limit for PFUL is 200 passwords per unit.

b. Special Processing. None.

SCREEN 1

```
COMMAND /_____________________________ RESPONSE/PLS ENTER YOUR RESPONSE
PFUL                          PORT FILE USER LIST                  11JUL86

UNIT NAME/ MSO ST. LOUIS              UNIT CODE/ SLMMS   NUMBER USERS    /   Ø
IF PASSWORDS ARE TO BE LISTED, CHANGE "USERS" IN SLOT ABOVE TO "PASSWORDS".
```

SCREEN 2

```
COMMAND /_____________________________ RESPONSE/PFEI  NEXT ON QUEUE
 PFUL                         PORT FILE USER LIST                  11JUL86

 UNIT NAME/ MSO ST. LOUIS              UNIT CODE/ SLMMS   NUMBER USERS    /   1

                           ---AUTHORIZED USERS---
                                                 ---- ACCESS LEVELS TO ---
                  USER                 USER     NUMBER  M V M P M M M P V F P C V
ITEM              NAME               ID NUM  PASSWORDS  S D I S C P V F F F N F I
  1. JEFF SMYTHE                     SMYTHE        1     2 3 5 3 4 5 1 2 5 Ø 3 3 3
```

FIGURE 3-5. EXAMPLE OF PFUL

CHAPTER 4. MAIL BOX AND MORNING REPORT

A. General. The Port File product set contains three communications-related products entitled Port File Mail Box (PFMB), Port File Morning Report (PFMR) and Port File Incoming Mailbox Log (PFIML). The mail box is used to send messages from one port to another, and the morning report is used by MSIS to communicate activities of relevance to the port. PFIML provides a list of all incoming mailboxes for a particular port and allows the user to view, print and kill individual mailboxes.

B. Port File Mail Box -- **PFMB**.

1. **PFMB** Purpose and Description.

   a. Provides a means of sending unofficial and informal messages from one port to any other port connected with MSIS.

   b. Permits carbon copies of the mail box to be sent to up to 5 other ports.

   c. Figure 4-1 shows the data definitions for PFMB. See Table 4-1 for the code values and Enclosure (1) for the abbreviation meanings.

   d. The use of PFMB is illustrated in the following example sequence entitled: Entering A Mail Box Message.

2. Accessing **PFMB**.

   a. Menu. PFMB is normally accessed through PFEI.

   b. Free-Form. PFMB can be accessed through free-form with:

      -PFMB,E,MBOX=NEW,NITEMS=<n>

      where:

      E = entry mode
      n = number of lines

      EXAMPLE:

      -PMB,E,MBOX=NEW,NITEMS=8

      or

      -PFMB,H,MBOX=<mail box identification number>

      where:

      R = retrieval mode
      MBOX = mail box identification number

      EXAMPLE:

      -PFMB,R,MBOX=MB850025

   c. Selection From Other Products. PFMB is accessible in R(etrieval) mode from PFIML.

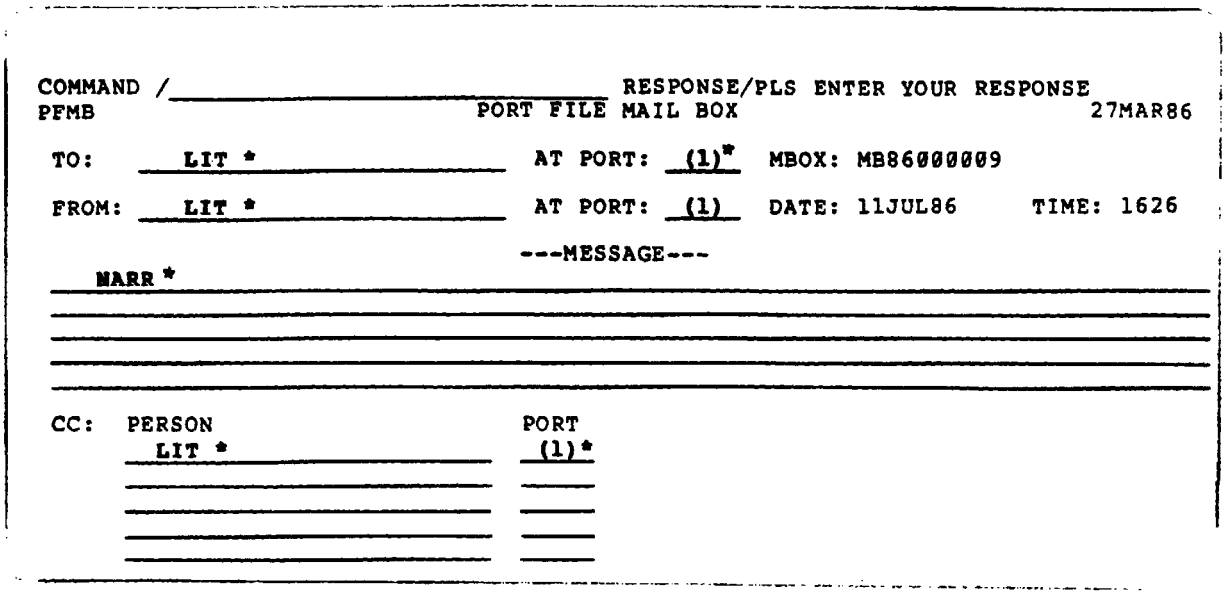
4.B.2. d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2 Kill a Mailbox - 3

3. **PFMB** Data Entry Requirements and Explanation.

a. General Processing. PFMB is accessed through PFEI. While in PFEI the user enters **NEW** in the MBOX slot and **SEL,8** in the Command Slot. The user may also enter the number of blank lines desired for the message in the NUMBER OF ITEMS slot. The maximum number of lines that may be requested is 40 lines. PFMB responds with a blank mail box form with the MBOX, AT PORT, DATE, and TIME slots filled in. (MSIS assigns a unique Mbox number to the mail box to identify it.) PFMB provides either the number of blank lines requested by the user or the default of 5 blank lines.

The user enters the desired To and From information and the mail box message. If the user needs more lines for his/her message, the user enters ADD in the Command Slot and presses **SEND**. PFMB responds with 5 additional blank lines. This may be done until the maximum of 45 lines is used. The user may also send carbon copies of the mail box to up to 5 other ports by filling in the Person and Port slots at the bottom of the mail box. The same port can not be listed in the carbon copy list more than once; however, the sending or recipient port may be on the copy list. In **R(etrieval)** mode, each mail box is accessed and displayed individually. When a mail box i' displayed by a receiving unit, an ACTION slot ppears at the bottom of the message. If the user wishes to kill the mail box, he/she enters a **"K"** in the ACTION slot and presses **SEND**. This action kills every copy of that particular mail box for the port (including carbon copies). Mail boxes may be viewed, printed, and killed via the product PFIML, Port File Incoming Mailbox Log.

b. **Special Processing**. None.



*Field must be filled in on intial entry.

FIGURE 4-1. DATA DEFINITIONS FOR PFMB

TABLE 4-1. CODE VALUES FOR PFIB
(1) PORT CODES

CODE	EXPLANATION		
GMP	CG HEADQUARTERS (G-MP-4)		
GMMI	(G-MMI)		
GMTH	(G-MTH)		
GMVI	(G-VI)		
GMVI6	(G-MVI-6)		
GWP	(G-WP)		
GWER	(G-WER)		
GWPE	(G-WPE)	PA	COMMANDER, PACIFIC AREA
NRC	(G-TGC)	NSFLT	ATLANTIC AREA STRIKE TEAM
GTDS	(G-TDS)	NSFPT	PACIFIC AREA STRIKE TEAM
GMSC	MARINE SAFETY CENTER		
MSS	MARINE SAFETY SCHOOL		
01M	COMMANDER, FIRST CG DISTRICT (M)		
BOSMS	MSO BOSTON, MA		
BOSVD	VESDOC, BOSTON, MA		
POMMS	MSO PORTLAND, ME		
BAND	MSD BANGOR, ME		
PROMS	MSO PROVIDENCE, RI		
CODD	MSD CAPE COD, MA		
NYCMI	MIO NEW YORK, NY		
NYCVD	VESDOC NEW YORK, NY		
NLOD	MIDET NEW LONDON, CT		
LISCP	COTP LONG ISLAND SOUND, CT		
LISD	PSD NEW LONDON, CT		
NYCCP	COTP NEW YORK, NY		
02M	COMMANDER, SECOND CG DISTRICT (M)		
HUNMS	MSO HUNTINGTON, WV		
MARD	MSD MARIETTA, OH		
LOUMS	MSO LOUISVILLE, KY		
EVND	MSD EVANSVILLE, TN		
CIND	MSD CINCINNATI, OH		
MEMMS	MSO MEMPHIS, TN		
GRND	MSD GREENVILLE, MS		
PADMS	MSO PADUCAH, KY		
NASD	MSD NASHVILLE, TN		
DECD	MSD DECATUR, AL		
PITMS	MSO PITTSBURGH, PA		
SLMMS	MSO ST. LOUIS, MO		
SLMVD	VESDOC ST. LOUIS, MO		
PEOD	MSD PEORIA, IL		
STPD	MSD MINN./ST. PAUL		
DAVD	MSD DAVENPORT, IA		

TABLE 4-1. CODE VALUES FOR PFMB (Continued)

(1) PORT CODES (Continued)

CODE	EXPLANATION
05M	COMMANDER, FIFTH CG DISTRICT (M)
BALMS	MSO BALTIMORE, MD
HMRMS	MSO HAMPTON ROADS, VA
HMRVD	VESDOC HAMPTON ROADS, VA
WNCMS	MSO WILMINGTON, NC
MHCD	MSD MOREHEAD CITY, NC
PHIMI	MIO PHILADELPHIA, PA
PHIVD	VESDOC PHILADELPHIA, PA
PHICP	COTP PHILADELPHIA, PA
07M	COMMANDER, SEVENTH CG DISTRICT (M)
CHAMS	MSO CHARLESTON, SC
JACMS	MSO JACKSONVILLE, FL
MIAMS	MSO MIAMI, FL
MIAVD	VESDOC MIAMI, FL
KEYD	MSD KEY WEST, FL
SJPMS	MSO SAN JUAN, PR
PTPD	MSD PORT PONCE, PR
STTD	MSD ST. THOMAS, USVI
SAVMS	MSO SAVANNAH, GA
TAMMS	MSO TAMPA, FL
08M	COMMANDER, EIGHTH CG DISTRICT (M)
CORMS	MSO CORPUS CHRISTI, TX
BRND	MSD BROWNSVILLE, TX
GALMS	MSO GALVESTON, TX
MOBMS	MSO MOBILE, AL
PATMS	MSO PORT ARTHUR, TX
LKCD	MSD LAKE CHARLES, LA
HOUMI	MIO HOUSTON, TX
HOUVD	VESDOC HOUSTON, TX
MORMS	MSO MORGAN CITY, LA
HMAD	MSD HOUMA, LA
NEWMS	MSO NEW ORLEANS, LA
EBKD	MIDET EAST BANK, LA
AVND	MIDET AVONDALE
NEWVD	VESDOC NEW ORLEANS, LA
BATD	MSD BATON ROUGE, LA
HOUCP	COTP HOUSTON, TX

TABLE 4-1. CODE VALUES FOR PFMB (Continued)
(1) PORT CODES (Continued)

CODE	EXPLANATION
09M	COMMANDER, NINTH CG DISTRICT (M)
CLEVD	VESDOC CLEVELAND, OH
BUFMS	MSO BUFFALO, NY
ALXD	MSD ALEXANDRIA BAY, NY
CHIMS	MSO CHICAGO, IL
CLEMS	MSO CLEVELAND, OH
DETMS	MSO DETROIT, MI
DULMS	MSO DULUTH, MN
MILMS	MSO MILWAUKEE, WI
TOLMS	MSO TOLEDO, OH
SIMMI	MIO ST. IGNACE, MI
STBMI	MIO STURGEON BAY, WI
MUSCP	COTP MUSKEGON, MI
SSMCP	COTP SAULT STE MARIE, MI
11M	COMMANDER, ELEVENTH CG DISTRICT (M)
LOSMS	MSO LONG BEACH, CA
LOSVD	VESDOC LONG BEACH, CA
SBCD	MSD SANTA BARBARA, CA
SDCMS	MSO SAN DIEGO, CA
SFCMS	MSO SAN FRANCISCO, CA
SFCVD	VESDOC SAN FRANCISCO, CA
COND	MSD CONCORD, CA
13M	COMMANDER, THIRTEENTH CG DISTRICT (M)
PORMS	MSO PORTLAND, OR
PORVD	VESDOC PORTLAND, OR
ASTD	MSD ASTORIA, OR
COOD	MSD COOS BAY, OR
SEAMS	MSO SEATTLE, WA
SEAVD	VESDOC SEATTLE, WA
ANAD	MSD ANACORTES, WA
TACD	MSD TACOMA, WA
14M	COMMANDER, FOURTEENTH CG DISTRICT (M)
HONMS	MSO HONOLULU, HI
HONVD	VESDOC HONOLULU, HI
GUAD	MSD GUAM
17M	COMMANDER, SEVENTEENTH CG DISTRICT (M)
ANCMS	MSO ANCHORAGE, AK
KEND	MSD KENAI, AK
KODD	MSD KODIAK, AK
JUNMS	MSO JUNEAU, AK
JUNVD	VESDOC JUNEAU, AK
KETD	MSD KETCHIKAN, AK
SITD	MSD SITKA, AK
VALMS	MSO VALDEZ, AK

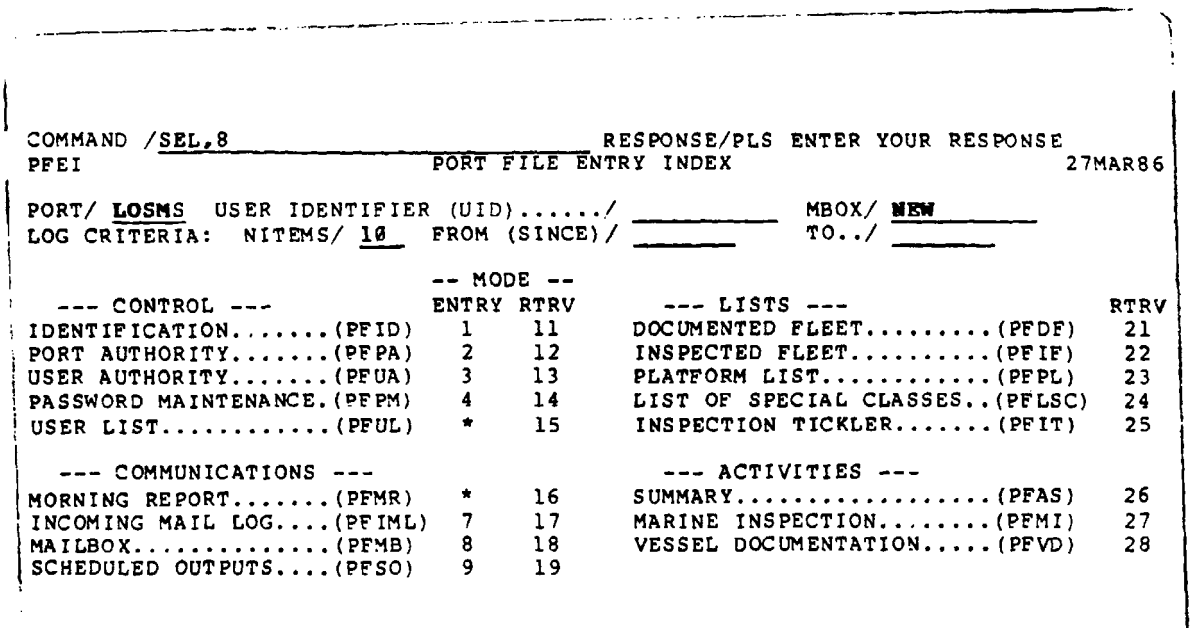
TABLE 4-1. CODE VALUES FOR PFMB (Continued)

The following section of port codes can be used as a Historical Reference. These port codes were implemented at one time, so they can appear in the PORT slot. However, they are not to be used for E(ntry) purposes.

CODE	EXPLANATION
03M	COMMANDER, THIRD CG DISTRICT (M)
12M	COMMANDER, TWELFTH CG DISTRICT (M)
AVND	AVONDALE SHIPYARD
BERD	PSD BERWICK BAY, LA
CINMS	MSO CINCINNATI, OH
GUAMS	MSO GUAM
LOSMI	MIO LONG BEACH, CA
MORD	MIDET MORGAN CITY, LA
NASMS	MSO NASHVILLE, TN
NEWCP	COTP NEW ORLEANS, LA
NEWMI	MIO NEW ORLEANS, LA
NHACP	COTP NEW HAVEN, CT
NLOCP	COTP NEW LONDON, CT
SEAMI	MIO SEATTLE, WA
STBMS	MSO STURGEON BAY, WI
STCD	MSD ST. CROIX, USVI
STPMS	MSO ST. PAUL, ME

STEP 1

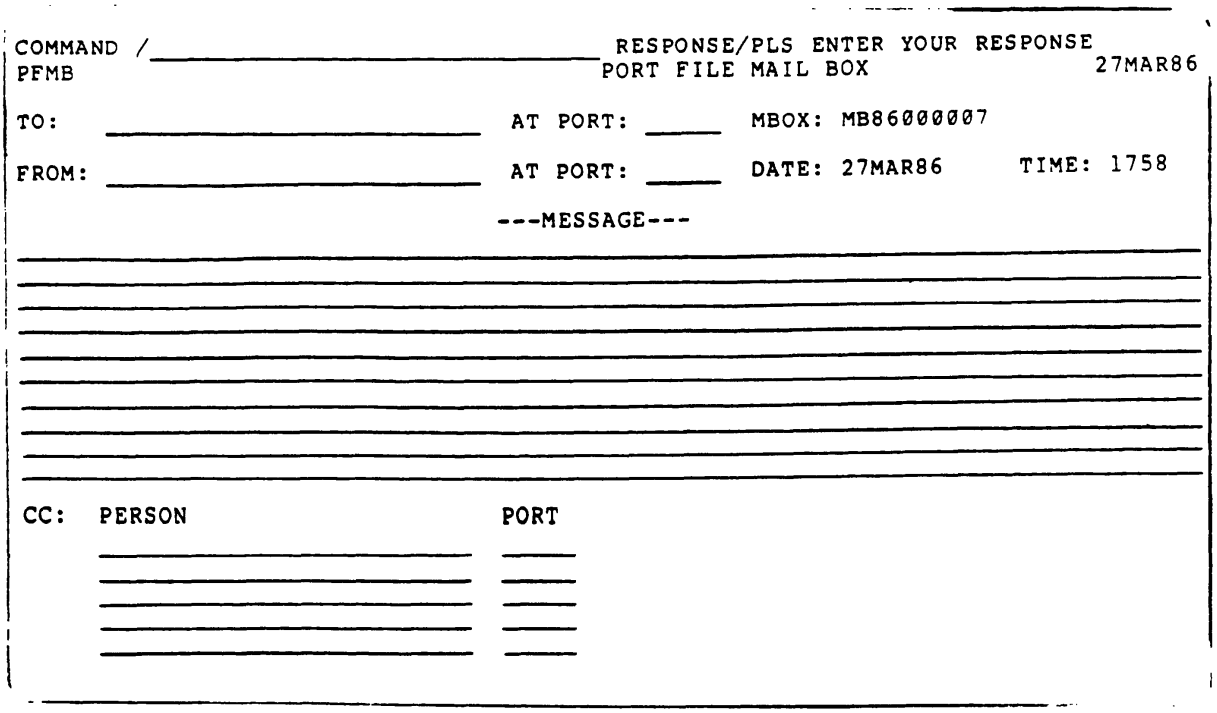
- Enter port code
  Number of
  Items (lines)
  desired and
  "**NEW**" in the
  Mbox slot
- COMMAND:**SEL,8**
- **SEND**



```
COMMAND /SEL,8                          RESPONSE/PLS ENTER YOUR RESPONSE
PFEI                    PORT FILE ENTRY INDEX                    27MAR86

PORT/ LOSMS  USER IDENTIFIER (UID)...../ _________  MBOX/ NEW
LOG CRITERIA:  NITEMS/ 10  FROM (SINCE)/ _______    TO../ _______

                           -- MODE --
  --- CONTROL ---          ENTRY RTRV     --- LISTS ---                 RTRV
IDENTIFICATION.......(PFID)   1    11   DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)   2    12   INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)   3    13   PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)   4    14   LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)   *    15   INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                   --- ACTIVITIES ---
MORNING REPORT.......(PFMR)   *    16   SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)  7    17   MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)   8    18   VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)   9    19
```

STEP 2

- MSIS responds with mail screen with the number of lines requested (10)



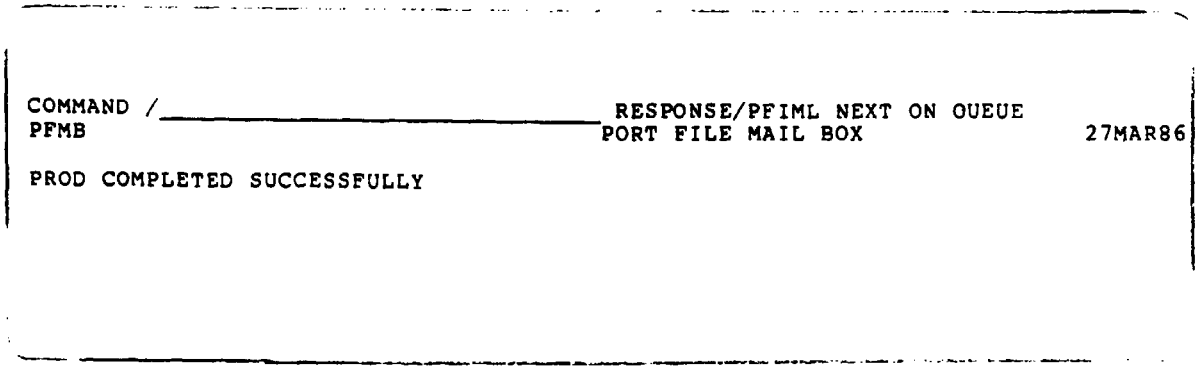
STEP 3

- Enter desired message and other information. In this case, a copy was also sent to GMVI.
- **SEND**

```
COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFMB                    PORT FILE MAIL BOX                  27MAR86

TO:   LT. JEFF SMYTHE          AT PORT: BOSMS  MBOX: MB86000007

FROM: LT. GEORGE WISE          AT PORT: LOSMS  DATE: 27MAR86     TIME: 1758

                              ---MESSAGE---
WE HAVE COMPLETED ENTERING THE VF DATA FOR VIN CG000155 IN OUR FLEET OF RESPONS
IBILITY WHICH YOU ARE PLANNING TO BOARD NEXT WEEK._____________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

CC:  PERSON                    PORT
     LT. JEAN FORTUNE          GMVI
     ____________________      _____
     ____________________      _____
     ____________________      _____
     ____________________      _____
```

STEP 4

- MSIS responds with a completion confirmation
- **SEND**



C. Port File Incoming Mailbox Log -- **PFIML**.

1. **PFIML** Purpose and Description.

   a. Lists all incoming mailboxes for a particular port.

   b. Is used as a menu to view, print, and kill individual mailboxes that appear on the log.

   c. Figure 4-2 shows PFIML as it appears on the terminal. See Table 4-2 for the code values.

   d. The use of PFIML is illustrated in the following example sequence entitled: Printing a Port's Mail Boxes.

2. Accessing **PFIML**.

   a. Menu. PFIML is normally accessed through the MSIS Directory or PFEI.

   b. Free-Form. PFIML can be accessed through free-form with:
   -PFIML

   c. Selected From Other Products. PFIML is not accessed from other products.

   d. Product Use Authority Levels.
   Retrieval - 2

3. **PFIML** Data Entry Requirements and Explanation.

   a. General Processing. PFIML is accessed. from the MSIS Main Menu or through PFEI using either **SEL,7** or **SEL,17**. The FROM and TO slots in PFEI may be used to limit the number of mailboxes listed on the log. PFIML responds with a list of incoming mailboxes for the subject port, listing the Mailbox Number, Date Sent, Port and Name of the Sender, Nam of the Recipient and an acknowledgement column (ACK). The ACK column is checked if the mailbox message has been printed or displayed PFMB. The PFIML also includes an Action column which allows the user to take any of three actions on each mailbox: enter **"P"** for print, **"K"** for kill, or **"V"** for view. (Each mailbox must be printed or viewed and must have an ***** in the ACK column before it can be killed.) The user enters the appropriate letter for the action he/she wishes to take on each mailbox and presses **SEND**. PFIML

4.C.3.a. (Cont'd) responds by deleting the acknowledged messages marked with a **"K"**, printing those messages marked for printing and lists the messages at the terminal that are marked for viewing.

Each port may only access its own PFIML. Levels of access are generally as follows:

0 - no access
1 - retrieval only
2 - to view or print
3 - kill

Please Note: MSIS notes the presence of a mailbox for'a port by inserting the code MB in the PFIML indicator slot on the MSIS Directory menu. This code alerts the user that there are incoming mailbox(es) available on PFIML.

b. Special Processing. None.

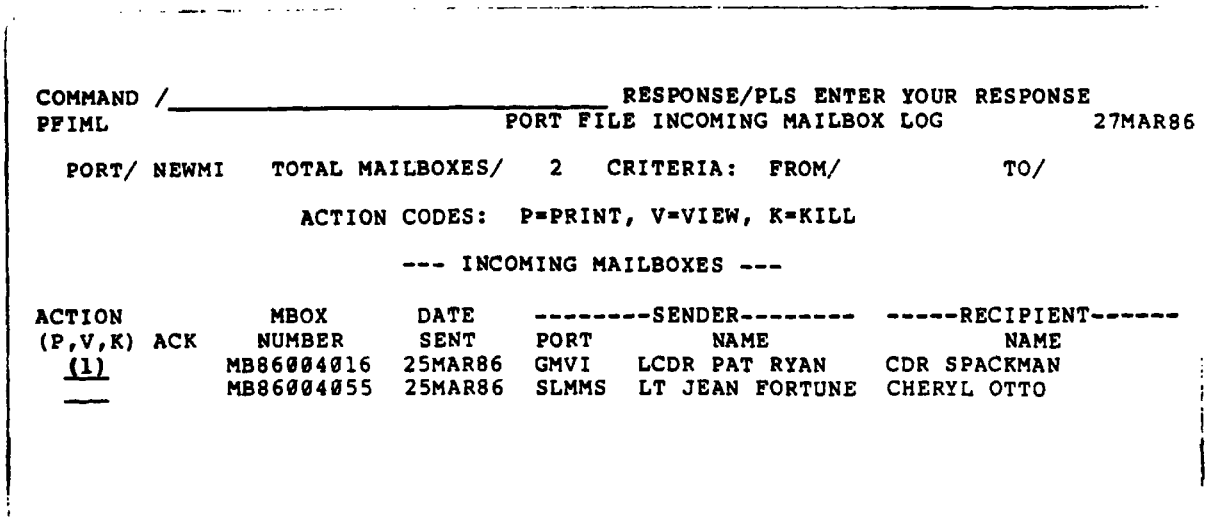


FIGURE 4-2. DATA DEFINITIONS FOR PFMIL

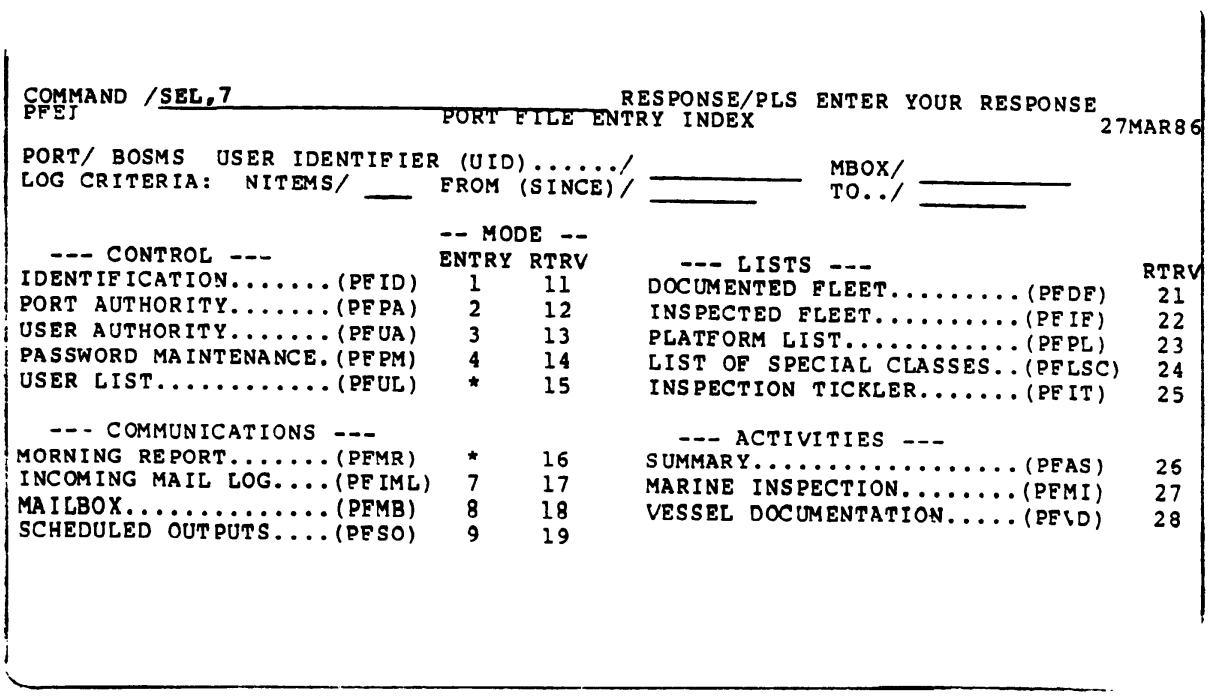
TABLE 4-2. CODE VALUES FOR PFIML
(1) ACTION

CODE	EXPLANATION
K	KILL
P	PRINT
V	VIEW

PFIML / Update / Printing A Port's Mail Boxes

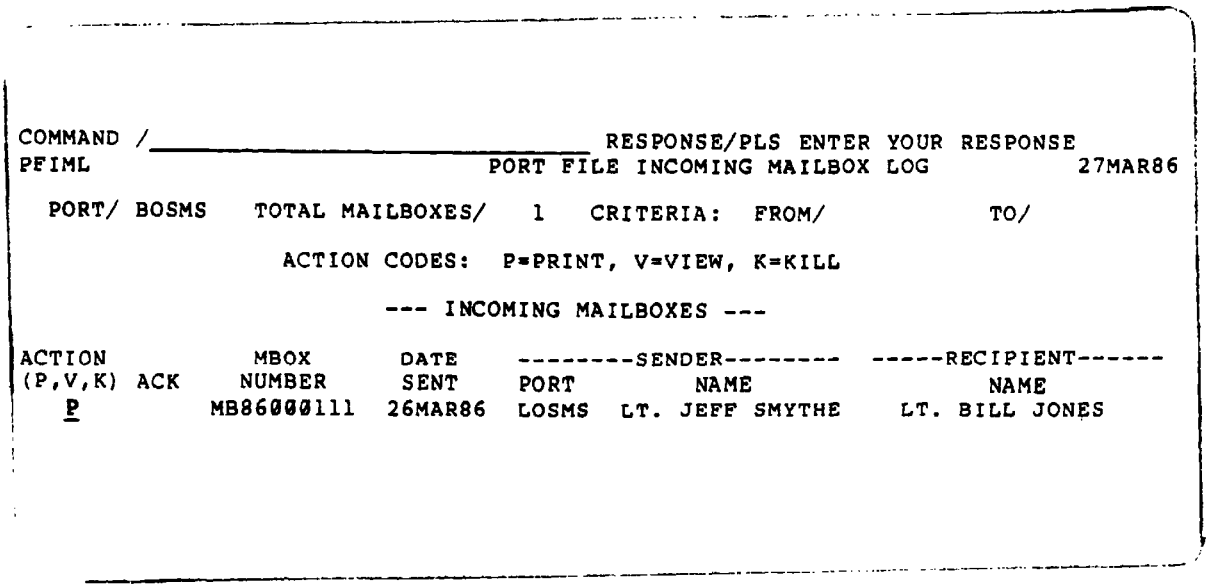
STEP 1

- Enter FROM and TO dates, if desired
- COMMAND: **SEL,7**
- **SEND**



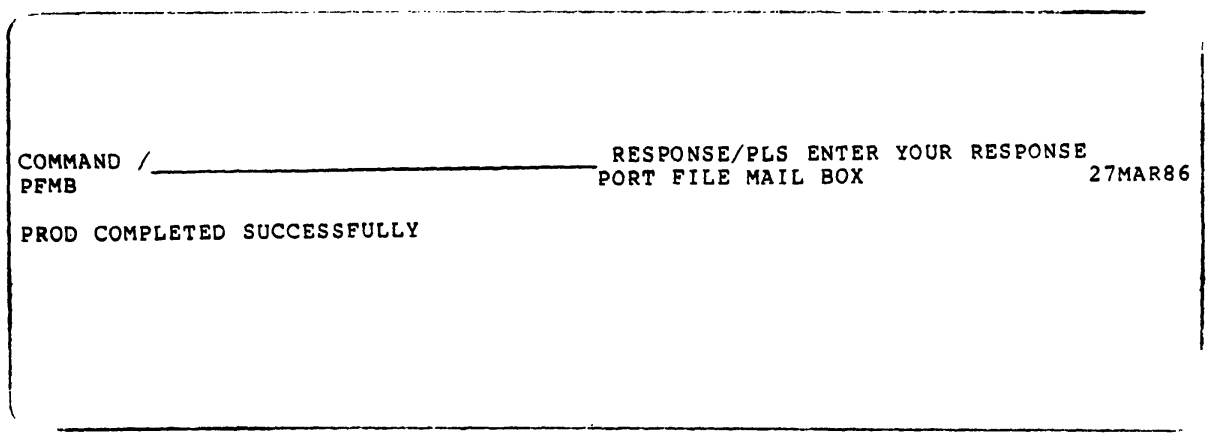
STEP 2

- MSIS responds with the list of incoming mailboxes
- Enter "P" to print the mailbox message



STEP 3

- **The message is printed and MSIS responds with a completion confirmation**



D. Port File Morning Report -- **PFMR**.

1. **PFMR** Purpose and Description.

   a. Provides temporary information or time-sensitive information about activities.

   b. Displays information about activities performed by other units on a vessel last certificated by the subject unit.

   c. Displays information about advisory memoranda regarding expiration of documents, system notes or other temporary information issued by the subject unit.

   d. Is deleted by the subject unit daily.

   e. Figure 4-3 shows PFMR as it appears on the terminal.

2. Accessing **PFMR**.

   a. Menu. PFMR is normally accessed through the MSIS Directory or PFEI.

   b. Free-Form. PFMR can be accessed through free-form with:

      -PFMRR

      where:
      R = retrieval mode

      EXAMPLE:

      -PFMR,R

   c. Selection From Other Products. PFMR is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1 Kill Morning Report - 3

3. **PFMR** Data Entry Requirements and Explanation.

   a. General Processing. PFMR is accessed through the MSIS Directory or PFEI in R(etrieval) mode only. It provides the user with the following information:

4.D.3.a. (Cont'd)

(1) Port File Mailbox (PFMB) acknowledgement to the sending port from the receiving port.

(2) Vessel of Particular Interest (VPI) expiration notification to the VPI issuing port. PFMR notification commences on the expiration date and continues to appear for a total of 15 days unless VPI removed or expiration date extended.

(3) Notification of the status of a discrepancy to the Port of Certification. This is pushed by Port Safety Discrepancy Report (PDR) or Port Safety Discrepancy Follow-Up (PSDF).

(4) Port Safety Discrepancy Follow-Up (PSDF) notifies the Port of Certification of a discrepancy follow-up, including the follow-up case number, discrepancy identification, status of discrepancy, the port, vessel name and VIN.

(5) Inspections Schedule (MISF) or MIARs filed by another port, on a vessel in the user's Port of Certification's Fleet of Responsibility.

(6) Notification of requirements cleared, to Port of Certification and/or the port that issued the requirements. This is pushed by Marine Inspection Deficiency Follow-Up (MIDF) Notify slot.

(7) Notification to Port of Certification of a Marine Inspection Special Note (MISN) initiated by another port on a vessel in the POC's Fleet of Responsibility.

(8) Notification to initiating port of Marine Inspection Special Notes (MISN) and Marine Inspection Class Notes (MICN) about to expire.

(9) Notification of the status of a deficiency to selected (Notify) ports. This is pushed by Marine Inspection Deficiency Report (MIDR) or Marine Inspection Dcficiency Follow-Up (MIDF).

(10) Notification 30 days prior to the expiration of approval for a marine equipment supplier. This is pushed by Marine Inspection Approved Equipment (MIAE).

(11) Notification of a Marine Violation Report and Recommendation (MVRR) returned to the port by the district.

(12) Notification to a district of a violation case (MVRR) forwarded from a subordinate unit.

4.D.3.a. (Cont'd)

(13) Notification to a district (or Headquarters) of a casualty case (MCIR) forwarded from a subordinate unit.

(14) Notification to a port of a Marine Casualty Investigation Report (MCIR) returned from the district or Headquarters.

(15) Notification to any port by a unit filling in the MCIR Notify slot.

(16) Notification to any port by a unit filling in the Marine Pollution Investigation Report (MPI) Notify slot.

(17) Notification of a warning Of deletion of a vessel special class (VFSC) on the expiration date.

(18) Notification to the Port of Certification when a Marine Inspection Letter of Notification (MILON) has been generated.

(19) Notification to the inspection port when a Marine Inspection Letter of Extension of Requirements (MILER), Marine Inspection Letter of Issuance of Requirements (MILIR), Marine Inspection Initial Letter of Non-Compliance (MIILN) or Marine Inspection Final Letter of Non-Compliance (MIFLN) has been generated.

(20) Notification to a port by any unit filling in the VDAR Notify slot(s).

(21) Notification to the Port of Certification when a home port change, a name change and/or the award of an Official Number takes place for a documented vessel which is U.S. inspected.

Due to the scope of information included in PFMR, this product can be quite lengthy. It is imperative that the user "KILL" the Morning Report (enter the **KILL** command) each day after printing it.

b. Special Processing. None.

```
COMMAND /_____ RESPONSE/KEY "KILL" TO DELETE MORN REPT
PFMR              PORT FILE MORNING REPORT                25MAR86

UNIT/ NEWMI                          INCLUDES ACTIVITIES SINCE/ 25MAR86

        ---ACTIVITIES BY OTHER PORTS ON YOUR FLEET OF RESPONSIBILITY---
  1.  NAME/ CHEM 107                          VIN/ DN555115     FLAG/ US
      INITIATING CASE/ VI86006298  ITEM/      ITEM STATUS...../ SCHE-CERTIF
      OTHER PORT...../ CHIMS       OTHER PORT'S CASE NUMBER..../

  2.  NAME/ CHEM 107                          VIN/ DN555115     FLAG/ US
      INITIATING CASE/ VI86006298  ITEM/      ITEM STATUS...../ SCHE-CRED.
      OTHER PORT...../ CHIMS       OTHER PORT'S CASE NUMBER..../

  3.  NAME/ PELICAN NO. 1                     VIN/ DN585677     FLAG/ US
      INITIATING CASE/ VR85004860  ITEM/      ITEM STATUS...../ RETURNED
      OTHER PORT...../ 08M         OTHER PORT'S CASE NUMBER..../

  4.  NAME/ WAYNE M                           VIN/ DN547180     FLAG/ US
      INITIATING CASE/ ADMIN       ITEM/      ITEM STATUS...../ CERT AMEND
      OTHER PORT...../ NEWMI       OTHER PORT'S CASE NUMBER..../

  5.  NAME/ LOVELAND 21                       VIN/ DN529265     FLAG/ US
      INITIATING CASE/ VI86006333  ITEM/      ITEM STATUS...../ SCHE-REINSP
      OTHER PORT...../ PHIMI       OTHER PORT'S CASE NUMBER..../

  6.  NAME/ LOVELAND 21                       VIN/ DN529265     FLAG/ US
      INITIATING CASE/ VI86006333  ITEM/ 3    ITEM STATUS...../ OUTSTANDING
      OTHER PORT...../ PHIMI       OTHER PORT'S CASE NUMBER..../

  7.  NAME/ SUGAR ISLANDER                    VIN/ DN547000     FLAG/ US
      INITIATING CASE/ VI86006354  ITEM/      ITEM STATUS...../ SCHE-CERTIF
      OTHER PORT...../ HONMS       OTHER PORT'S CASE NUMBER..../

  8.  NAME/ SUGAR ISLANDER                    VIN/ DN547000     FLAG/ US
      INITIATING CASE/ VI86006354  ITEM/      ITEM STATUS...../ SCHE-CRED.
      OTHER PORT...../ HONMS       OTHER PORT'S CASE NUMBER..../

  9.  NAME/ H. T. CO. 1802                    VIN/ DN257763     FLAG/ US
      INITIATING CASE/ VI86006408  ITEM/      ITEM STATUS...../ SCHE-REINSP
      OTHER PORT...../ PATMS       OTHER PORT'S CASE NUMBER..../

 10.  NAME/ SUGAR WAYNE                       VIN/ DN529164     FLAG/ US
      INITIATING CASE/ VI86005754  ITEM/ 4    ITEM STATUS...../ CLEARED
      OTHER PORT...../ CORMS       OTHER PORT'S CASE NUMBER..../ VI86005754


        ---FOLLOW-UP ACTIVITIES BY OTHER PORTS ON YOUR OPEN CASES---
  1.  NAME/ MISS BLUE HERON                   VIN/ DN693651     FLAG/ US
      INITIATING CASE/ VI86003617  ITEM/      ITEM STATUS...../ CERT AMEND
      OTHER PORT...../ MIAMS       OTHER PORT'S CASE NUMBER..../
```

FIGURE 4-3. EXAMPLE OF PFMR

CHAPTER 5. PORT GENERATED LETTERS

A. General. All MSIS system generated letters and the MIPIP are handled by the Port File Scheduled Outputs (PFSO) product. It will allow letters and MIPIP to be printed, viewed, or deleted. PFSO is accessed through PFEI.

B. Port File Scheduled Output -- **PFSO**.

1. PFSO Purpose and Description.

   a. Allows the printing of letters (Inspection, Documentation, Renewal Notification and Fleet Renewal Notification letters), Renewal Stickers and Marine Inspection Pre-Inspection Packages.

   b. Allows letters to be queued up individually (marked one by one) or chosen in bulk by type (for example, all documentation letters) for printing.

   c. Allows only individual printing of the pre-inspection package.

   d. Permits Renewal Notification Letters, Fleet Renewal Notification Letters and Renewal Stickers that have been printed to be killed in bulk.

   e. Provides the option of test printing sticker forms to check their alignment in the printer.

   f. Allows the user to view the Inspection Letters on the screen.

   g. Figure 5-1 shows the data definitions for PFSO. See Table 5-1 for the code values and Enclosure (1) for the abbreviation meanings.

   h. The uses of PFSO are illustrated in the following example sequences entitled: Printing Inspection Letters Individually, Printing Documentation Letters in Bulk, Printing Pre-Inspection Packages and Performing a Bulk Kill.

2. Accessing **PFSO**.

   a. Menu. PFSO is normally accessed through PFEI.

   b. Free-Form. PFSO can be accessed through free-form with:

      -PFSO,E,U or R,UNIT=<UNIT>

      where:

      E = entry mode
      U = update mode
      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFSO,U,UNIT=NYCMI

5.B.2. c. Selection From Other Products. PFSO is not accessed from other products.

d. Product Use Authority Levels.

Retrieval - 1	Entry/Update - 2 and the login port is the same as the port whose
PFLP - 2	PFSO is accessed.

3. **PFSO** Data Entry Requirements and Explanation.

a. General Processing. In entry/update mode, PFSO is entered "through PFEI. (The user must have an entry/update authority level and must access his/her port's own PFSO to both print and kill outputs. Users at the same port without entry/update authority may perform all actions except kill.) PFSO responds with a mini-menu which displays the number of each type of scheduled output available for that port and a test alignment choice for printing stickers. (See To Print Renewal Stickers section below for information about this option.) PFSO's mini-menu allows the user to choose between individual and bulk processing. These choices are:

1. Individual - This choice allows the user to choose outputs one by one, marking each letter, sticker or pre-inspection package for printing (P) or for deletion/killing (K).

2. Bulk - This choice permits the user to choose all outputs (letters or stickers) of a particular type for printing or killing. Inspection letters and Documentation letters may not be killed in bulk; they must be chosen individually.

The user enters **SEL,** and the number of his/her choice from the mini-menu in the Command line and presses **SEND.** PFSO responds with the screen that corresponds to the type of processing requested. The user may choose only one selection for processing at a time. If individual processing is requested, PFSO presents the total number of outputs available and a list of individual letters, pre-inspection packages or stickers to be printed or killed. The list includes the vessel name and VIN for each output and the letter lists include the name of each letter's addressee. PFSO lists up to seventy (70) output entries on one screen. P may entered in the Req slot

5.B.3.a. (cont'd) to print a specific output, or **K** may be entered to kill or delete an entry from the list. (Print and kill requests may be marked on the same list.) The user marks as many outputs as he/she desires and then presses SEND. PFSO responds with a summary screen listing the total number of outputs to be printed and killed.

This summary screen allows the user to perform the print and kill actions he/she has selected or to abort the process. (For information on viewing Inspection letters, see Special Processing.) The user enters **P** in the Action slot to print the outputs requested and to kill any outputs previously marked for deletion/killing. The user may choose not to carry out these actions by entering **<Shift> ABORT**.

This causes the user to leave PFSO without affecting the outputs selected.

Please note: Inspection and Documentation letters allow for two additional printing options:

1. printing groups of letters by type. The user may request that groups of letters be printed by entering **SEL,** and the item number adjacent to the letters' product name. For example, MILEC's item number is 3. The user enters **SEL,3** in the Command line to print all MILEC letters for his/her port.

2. printing a combination of individual and groups of letters. To print a combination of letters the user chooses individual letters with a **P** and also enters **SEL,** and the number (or numbers) for groups of letters. PFSO prints all individual requests first, then prints the groups of letters. PFSO keeps track of the letters printed and will not print a given letter twice. Therefore, if a letter is chosen both individually and in a group, it is only printed once.

PFSO may have more than seventy entries and therefore be longer than one screen. The message "Enter Req And/Or More,Select" appears in the Response line. The user may choose among marking individual outputs, making selections and using the MORE command as explained below:

1. Mark individual requests using P and K and press **SEND** with a blank in the Command line. The user sees the summary screen with his/her individual requests ready for printing.

5.B.3.a. 2. Type **MORE** in the Command line and press **SEND** to see the next screen of PFSO entries.

3. Type **SEL** and one or more item numbers for groups of letters. PFSO responds with the message: "Key More For Next Page". The user may type MORE and press **SEND** to see the next page of entries. Or he/she may press **SEND** with a blank in the Command line to move to the summary screen.

4. Mark individual outputs, type **MORE** in the command line and press **SEND** to ready the indivdual selections for printing and see the next page of outputs.

5. Mark individual outputs and SELect groups of letters and press **SEND**. PFSO responds with the message "Key More For Next Page". The user may type **MORE** and press **SEND** to see the next page of entries. Or he/she may press **SEND** with a blank in the Command line to move to the summary screen.

If bulk pocessing is requested, PFSO responds with a processing screen that displays the total number of outputs to be printed or killed. (There are separate screens for bulk processing, one screen for print requests and a separate screen for kill requests for each type of output.) For print requests, the user enters **P** in the Action slot and presses SEND to print all outputs requested. For kill requests, **K** is entered in the Action slot and sent. In the bulk processing for all types of outputs, the user may choose to abort or halt without printing or killing the outputs. The user enters **<Shift> ABORT** to leave PFSO without affecting the outputs selected.

Please note: PFSO imposes a safety limitation of 500 entries in a bulk print or kill process. PFSO locates the first 500 entries to be printed or killed and presents the appropriate processing screen. If the user desires to print more than 500 entries, he/she must kill the previously printed output before selecting more.

To print letters, the user places pin-fed Coast Guard letterhead paper in the printer, enters **P** in the Action slot of the processing screen, and presses **SEND**. The letter or letters selected, whether chosen individually or in bulk, are printed sequentially until all letters have been printed. As each letter is sent to the printer, it "scrolls by" on the user's terminal screen. After a letter is printed, a P appears in the Sys slot on the individual letters screen. Letters that have been printed and are no longer useful to the unit should be killed regularly.

5.B.3.a. (cont'd) To print pre-inspection packages, enter a **P** in the Action slot of the pre-inspection package processing screen and press **SEND**. Pre-inspection packages are printed on regular pin-fed computer paper. Like the individual listing of the letters, MSIS puts a P in the Sys slot, beside the pre-inspection package printed. Pre-inspection packages may be killed by the user after printing or may be killed automatically by MSIS. Pre-inspection packages are automatically deleted after five (5) calendar days on PFSO, whether they have been printed or not.

To print renewal stickers, the user is given two (2) options: to print a test alignment of a sticker or to print real information on a sticker. Since alignment in the printer is critical for stickers, the user may choose to print a test alignment (which prints all Xs) of a sticker. The user enters **SEL,7** or **SEL,17** on PFSO's mini-menu and presses **SEND**. PFSO responds with the sticker processing screen. The user aligns a page of stickers in the printer, enters T in the Action slot and presses **SEND**. PFSO types Xs in place of real information on a sticker and returns the user to the mini-menu. The user may choose to run another test alignment, if necessary, or choose individual or bulk sticker processing.

Please Note: Always start at the top of a page of stickers when printing the first sticker during a printing session. PFSO tracks the number of stickers printed, whether for test purposes or for real printing, as long as the user does not leave PFSO. Using this information, PFSO "knows" which sticker position is being printed at any ime and therefore keeps the vertical alignment correctly.

When printing any output from PFSO, the user presses **<Shift> ABORT** if a problem develops with the printer (out of paper or jammed) and processing needs to be halted. MSIS continues to download data until it reaches the end of a page. Printing may be resumed by pressing **<Shift> PRINT** to print the page stored in the C3's memory and then pressing SEND to signal MSIS to continue processing of the outputs. If the user wishes to end the processing altogether, he/she may press **<Shift> ABORT** again. This process is the same for all host print operations.

With retrieval authority, a user accessing his/her port's PFSO may choose to print outputs but may not kill them. A user from another port in any mode may view the various lists of outputs for a port, but may not print or kill the entries. (PFSO presents

5.B.3.a. (cont'd) different screens to the user, depending on the product authority level and port code of the user. A user accessing another port's PFSO does not see a Req slot since he/she can not print or kill outputs. A user with retrieval authority accessing his/her own PFSO sees a Req slot with a P option only. A user with update authority accessing his/her own PFSO sees a Req slot with a P/K option.)

b. Special Processing. In the individual processing of Inspection letters, PFSO offers three choices: print (P), kill (K), and screen (S) . The user enters S in the Action slot and presses **SEND** to view the letters chosen on the screen, rather than print them. PFSO displays letters one page at a time. The user presses SEND to bring up each page of a letter on the screen. The user may stop the process by entering a **<Shift> ABORT**.

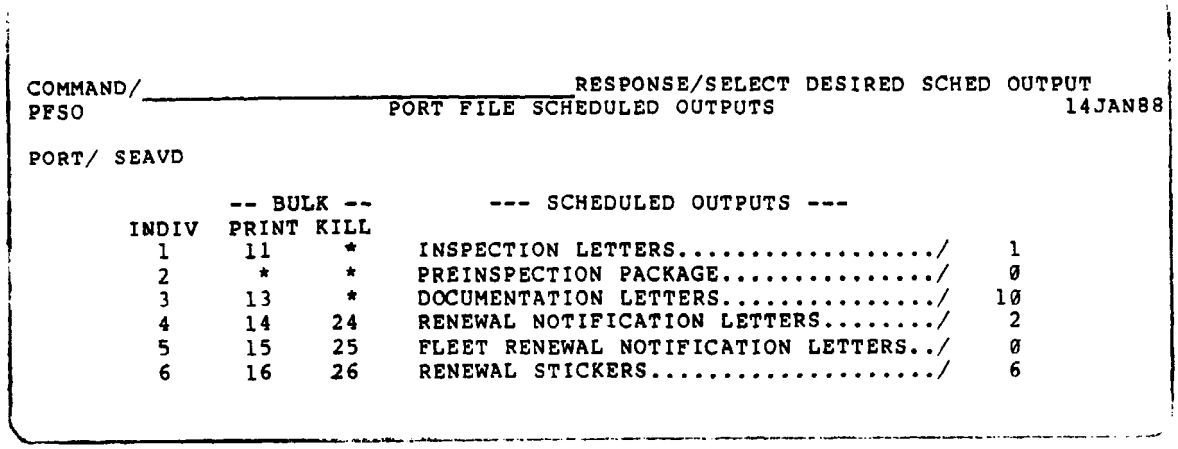


FIGURE 5-1. DATA DEFINITIONS FOR PFSO

```
COMMAND/_____________________________RESPONSE/ENTER REQ AND/OR SELECT
PFSO                    PORT FILE SCHEDULED OUTPUTS                  14JAN88

PORT/ BCL                                          TOTAL INSPECTION LETTERS/   11

   1. MIRNL/  0   2. MIFLN/  2   3. MILEC/  1   4. MILER/  1   5. MIILN/  4
   6. MILIR/  1   7. MILON/  2

    (P/K)       --- INSPECTION LETTERS IN QUEUE READY TO PRINT OR KILL ---
      R S
      E Y   --- PRODUCT ---
ITEM  Q S   TYPE  SERIAL NUM          NAME          VIN/FIN       ADDRESSEE
   1. @     MILIR LN87000032 SUNRISE-SUNSET        CG000135 COAST OIL INC
   2. @ P   MILON LN87000047 SEA BREEZE            CG000194 DAVE HILL
   3. @     MILEC LN87000048 SEA BREEZE            CG000194 DAVE HILL
   4. @ P   MIILN LN87000050 SUNRISE-SUNSET        CG000135 COAST OIL INC
   5. @ P   MILER LN87000052 SUNRISE-SUNSET        CG000135 COAST OIL INC
   6. @     MIFLN LN87000055 SUNRISE-SUNSET        CG000135 COAST OIL INC
   7. @ P   MILON LN87000057 MOONGLOW              CG000184 GORDON A. BAKER, JR.
   8. @     MIILN LN87000072 STARLIGHT             CG000174 LATVIAN TRADING COMP
   9. @ P   MIILN LN87000076 SUNRISE-SUNSET        CG000135 SMITH SHIPPING INC
  10. @ P   MIFLN LN87000077 STARLIGHT             CG000174 LATVIAN TRADING COMP
  11. @     MIILN LN88000043 STARLIGHT             CG000174 LATVIAN TRADING COMP
```

@ This field may contain the following values: P for print, K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

INDIVIDUAL DOCUMENTATION LETTERS

```
COMMAND/_____________________________RESPONSE/ENTER REQ AND/OR SELECT
PFSO                    PORT FILE SCHEDULED OUTPUTS                14JAN88

PORT/ SEAVD                                   TOTAL DOCUMENTATION LETTERS/   10

          1. VDNTO/  2    2. VDARL/  4    3. VDCOL/  1    4. VDWNL/  3

    (P/K)       --- DOCUMENTATION LETTERS IN QUEUE READY TO PRINT OR KILL ---
      R S
      E Y   --- PRODUCT ---
ITEM  Q S   TYPE   SERIAL NUM      VESSEL NAME        VIN         ADDRESSEE
   1. @ P   VDCOL LN88000001 BEACH BOAT            D000158  SMITH & SONS
   2. @ P   VDWNL LN88000010 ORCA                  D000235  GULF EXPLORATION INC
   3. @     VDARL LN88000015 SEACREST              D000229  SMITH, JACK
   4. @     VDARL LN88000016 LAKESIDE              D000241  GULF EXPLORATION INC
   5. @     VDARL LN88000017 SANDY                 D000233  GULF EXPLORATION INC
   6. @     VDWNL LN88000018 ORCA                  D000235  SMITH & SONS
   7. @ P   VDWNL LN88000019 SEACREST              D000229  SMITH, JACK
   8. @ P   VDARL LN88000030 LAKESIDE              D000241  GULF EXPLORATION INC
   9. @     VDNTO LN88000031 LAKESIDE              D000241  GULF EXPLORATION INC
  10. @ P   VDNTO LN88000033 SANDY                 D000233  GULF EXPLORATION INC
```

@ This field may contain the following values: P for print, K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

```
COMMAND/_____________________________RESPONSE/ENTER REQ AND/OR SELECT
PFSO                        PORT FILE SCHEDULED OUTPUTS              14JAN88

PORT/ SEAVD                                TOTAL RENEWAL NOTIFICATIONS/    2

    (P/K)
      R S  --- RENEWAL NOTIFICATIONS IN QUEUE READY TO PRINT OR KILL ---
      E Y
ITEM  Q S  SERIAL NUM      VESSEL NAME          VIN        ADDRESSEE
   1. @    LN88000009 GREAT GATSBY           D0000235  GULF EXPLORATION
   2. @ P  LN88000013 CINDERELLA'S DREAM     D0000229  SMITH, WILLIAM
```

@ This field may contain the following values: P for print, K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

INDIVIDUAL RENEWAL STICKERS

```
COMMAND/_____________________________RESPONSE/ENTER REQ AND/OR "MORE",SELECT
PFSO                      PORT FILE SCHEDULED OUTPUTS                  14JAN88

PORT/ SEAVD                          TOTAL NUMBER OF RENEWAL STICKERS/    6

    (P/K)
      R S      --- RENEWAL STICKERS IN QUEUE READY TO PRINT OR KILL ---
      E Y
ITEM  Q S  SERIAL NUM      VESSEL NAME          VIN         ADDRESSEE
   1. @    LN88000008 BRIGHT HORIZON        D000235  GULF EXPLORATION INC
   2. @ P  LN88000011 CHUCKLE'S RAINBOW     D000229  SAMUEL JACKSON
   3. @ P  LN88000014 DIAMOND               D000226  MILLER, WILLIAM
   4. @    LN88000034 RUBY'S GEM            D000234  NATURE FOODS INC
   5. @ P  LN88000035 GREAT GATSBY          D000234  NATURE FOODS INC
```

@ This field may contain the following values: P for print, K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO

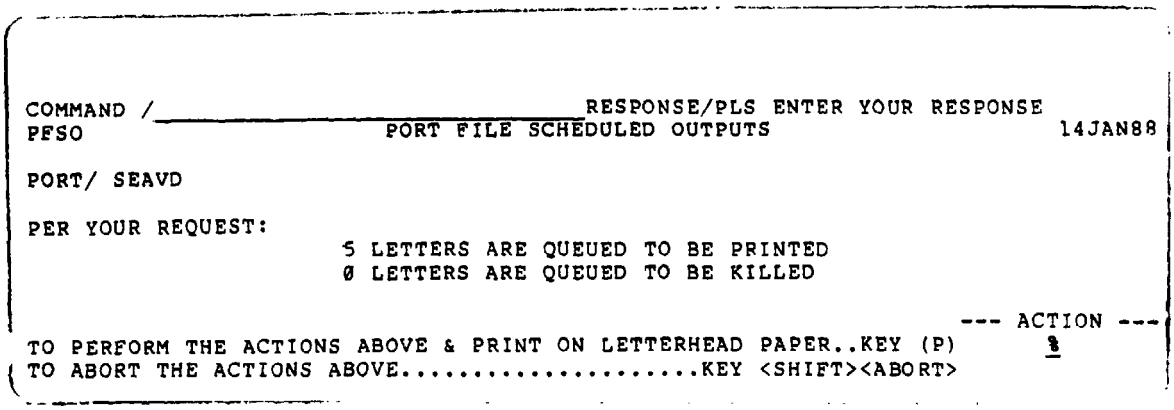
SUMMARY SCREEN FOR INDIVIDUAL INSPECTION LETTERS

```
COMMAND /_____________________________RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                  14JAN88

PORT/ SEAVD

PER YOUR REQUEST:
                        1 LETTERS ARE QUEUED TO BE PRINTED
                        0 LETTERS ARE QUEUED TO BE KILLED

                                                                  --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON SCREEN.............KEY (S)
TO PERFORM THE ACTIONS ABOVE & PRINT ON LETTERHEAD PAPER..KEY (P)       #
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

 # This field may contain the following values: S for screen, P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

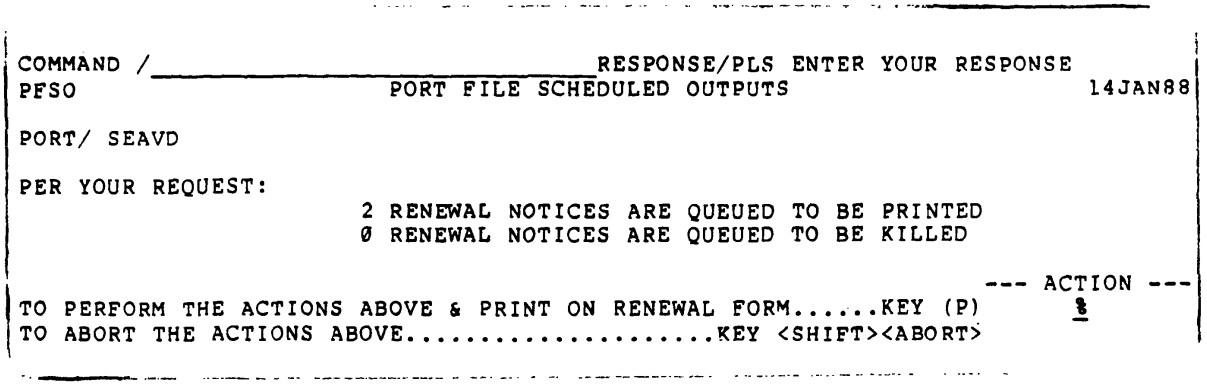
SUMMARY SCREEN FOR INDIVIDUAL DOCUMENTATION LETTERS



% This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

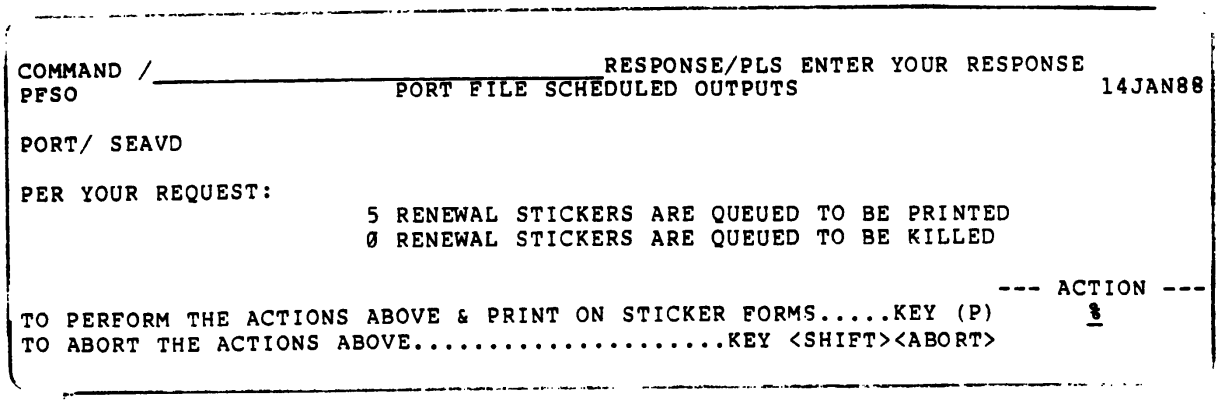
SUMMARY SCREEN FOR INDIVIDUAL RENEWAL NOTIFICATION LETTERS



& This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR INDIVIDUAL RENEWAL STICKERS



% This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

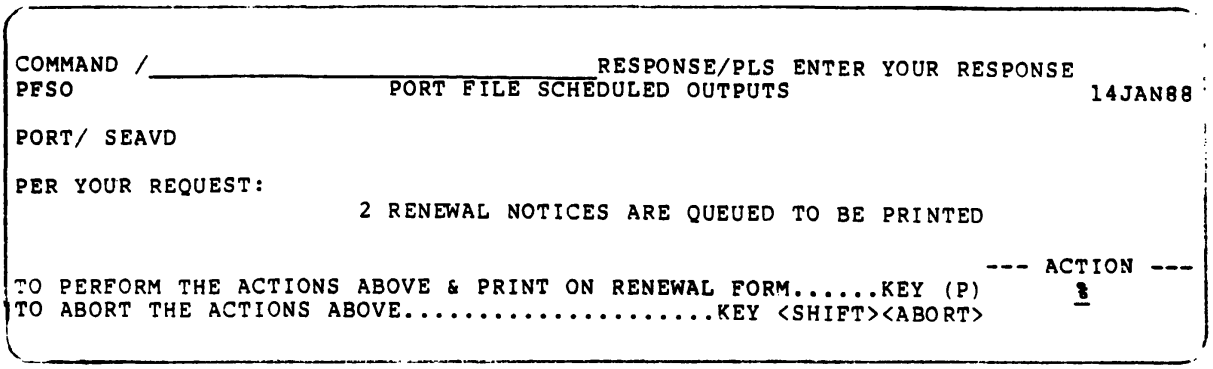
SUMMARY SCREEN FOR INSPECTION OR DOCUMENTATION LETTERS PRINTED IN BULK

```
COMMAND /_____________________________RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                14JAN88

PORT/ SEAVD

PER YOUR REQUEST:
                        1 LETTERS ARE QUEUED TO BE PRINTED

                                                                --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON LETTERHEAD PAPER..KEY (P)      %
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

% This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR RENEWAL NOTIFICATION LETTERS PRINTED IN BULK



% This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR RENEWAL STICKERS PRINTED IN BULK

```
COMMAND/_____________________________RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                14JAN88

PORT/ SEAVD

PER YOUR REQUEST:
                    6 RENEWAL STICKERS ARE QUEUED TO BE PRINTED

                                                              --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON STICKER FORMS.....KEY (P)      %
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

% This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR RENEWAL NOTIFICATION LETTERS KILLED IN BULK

```
COMMAND/_____________________________RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                14JAN88

PORT/ BCDVD

PER YOUR REQUEST:
                        1 RENEWAL NOTICES ARE QUEUED TO BE KILLED

                                                                --- ACTION ---
READY TO DELETE ALL PREVIOUSLY PRINTED RENEWAL NOTIFICATION LETTERS:
TO PERFORM REQUESTED KILLS.................................KEY (K)      $
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

$ This field may contain the following value: K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR RENEWAL STICKERS KILLED IN BULK

```
COMMAND /_____RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                14JAN88

PORT/ BCDVD

PER YOUR REQUEST:
                    1 RENEWAL STICKERS ARE QUEUED TO BE KILLED

                                                              --- ACTION ---
READY TO DELETE ALL PREVIOUSLY PRINTED RENEWAL STICKER FORMS:
TO PERFORM REQUESTED KILLS.....................KEY (K)          $
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

$ This field may contain the following value: K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SCREEN FOR SUCCESSFUL COMPLETION AFTER OUTPUT HAS BEEN PRINTED

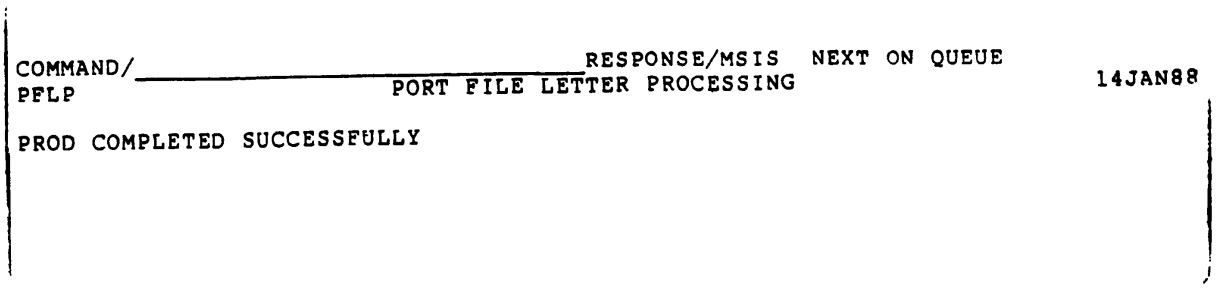


FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

INDIVIDUAL FLEET RENEWAL NOTIFICATIONS

```
COMMAND/ _____________________________ RESPONSE/ ENTER REQUEST
PFSO                  PORT FILE SCHEDULED OUTPUTS                13JAN88

PORT/ SEAVD                          TOTAL FLEET RENEWAL NOTIFICATIONS/    8

    (P/K)  --- FLEET RENEWAL NOTIFICATIONS IN QUEUE READY TO PRINT OR KILL ---
      R S
      E Y  FLEET
ITEM  Q S  COUNT SERIAL NUM      VESSEL NAME        VIN         ADDRESSEE
   1. @ P      7 LN88000005 STARLIGHT             D0000222 COAST OIL INC
   2. @        7 LN88000010 MOONGLOW              D0049375 MARITIME LTD
   3. @ P      7 LN88000015 SURFSONG              D0500671 FRASER SHIPYARDS
   4. @        7 LN88000034 SEAL                  D0237208 MARINE EXHIBITION
   5. @ P      7 LN88000047 MISTY WATERS          D0028375 GREYHOUND INC
   6. @ P      7 LN88000049 HARBOR EXPLORER       D0253425 HARBOR CARRIERS INC
   7. @        7 LN88000050 OUTLAW                D0083471 REEDS INC
   8. @        7 LN88000072 THUNDER               D0837462 INLAND DIVERS CLUB
```

@ This field may contain the following values: P for print, K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR FLEET RENEWAL NOTIFICATIONS PRINTED INDIVIDUALLY

```
COMMAND/ _____________________________RESPONSE/ PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                 13JAN88

PORT/ SEAVD

PER YOUR REQUEST:
                        1 FLEET RENEWAL NOTICES ARE QUEUED TO BE PRINTED

                                                                  --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON PLAIN PAPER.......KEY (P)      #
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

 # This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR FLEET RENEWAL NOTIFICATIONS KILLED INDIVIDUALLY

```
COMMAND/ _____________________________RESPONSE/ PLS ENTER YOUR RESPONSE
PFSO                  PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ BCDVD

PER YOUR REQUEST:
                      1 FLEET RENEWAL NOTICES ARE QUEUED TO BE KILLED

                                                                --- ACTION ---
READY TO DELETE ALL PREVIOUSLY PRINTED FLEET RENEWAL NOTIFICATION LETTERS:
TO PERFORM REQUESTED KILLS.....................................KEY (K)      #
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

 # This field may contain the following value: K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR FLEET RENEWAL NOTIFICATIONS PRINTED AND KILLED IN BULK

```
COMMAND/ _____________________________RESPONSE/ PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ BCDVD

PER YOUR REQUEST:
                        1 FLEET RENEWAL NOTICES ARE QUEUED TO BE PRINTED
                        0 FLEET RENEWAL NOTICES ARE QUEUED TO BE KILLED

                                                                  --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON PLAIN PAPER.......KEY (P)      #
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

 # This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

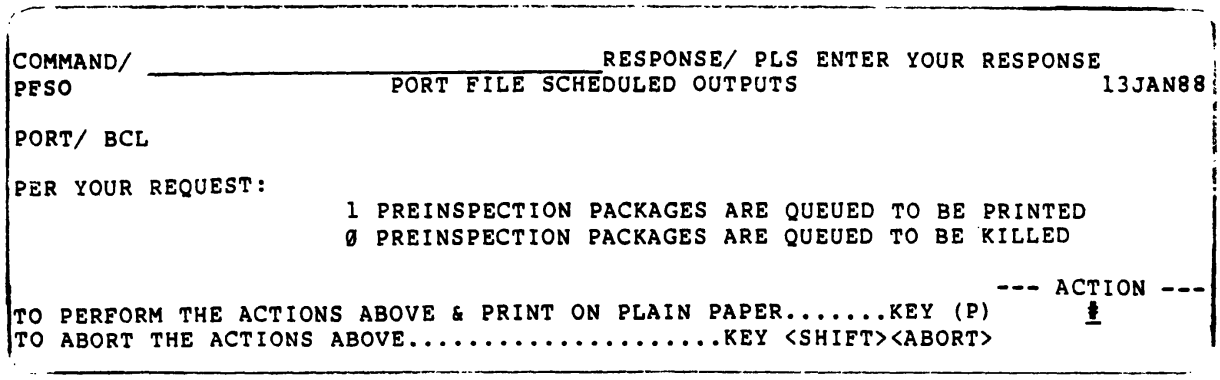
INDIVIDUAL PRE-INSPECTION PACKAGES

```
COMMAND/ _____________________________RESPONSE/ ENTER REQUEST
PFSO                  PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ SEAVD                    TOTAL NUMBER OF PREINSPECTION PACKAGES/   4

    (P/K)
      R S    --- PREINSPECTION PACKAGES IN QUEUE READY TO PRINT OR KILL ---
      E Y                                                              NO.
ITEM  Q S    VIN              VESSEL NAME                CASE        DATE  PGS
   1. @ P CG000175   MISTY RUNNER                  MI88000015 12JAN88 11
   2. @   L8374626   OCEAN EXPLORER                MI88000049 12JAN88  1
   3. @ P CG037642   BANDIT                        MI88000053 12JAN88  7
   4. @   L2365178   LIGHTNING                     MI88000072 12JAN88 10
```

@ This field may contain the following values: P for print, K for kill

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

SUMMARY SCREEN FOR PRE-INSPECTION PACKAGES



 # This field may contain the following value: P for printer

FIGURE 5-1. DATA DEFINITIONS FOR PFSO (Continued)

TABLE 5-1. CODE VALUES FOR PFSO
(1) REQ ACTION

CODE	EXPLANATION
K	KILL
P	PRINT

STEP 1

- COMMAND: **SEL,9**
- **SEND** for PFSO in entry mode

```
COMMAND/SEL,9                          RESPONSE/PLS ENTER YOUR RESPONSE
PFEI                          PORT FILE ENTRY INDEX                 13JAN88

PORT/ _____ USER IDENTIFIER (UID)...../ _________  MBOX/ _________
LOG CRITERIA:  NITEMS/ ___  FROM (SINCE)/ _______  TO../ _______

                              -- MODE --
  --- CONTROL ---             ENTRY RTRV     --- LISTS ---                RTRV
IDENTIFICATION.......(PFID)     1    11   DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)     2    12   INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)     3    13   PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)     4    14   LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)     *    15   INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                    --- ACTIVITIES ---
MORNING REPORT.......(PFMR)     *    16   SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)    7    17   MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)     8    18   VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)     9    19
```

STEP 2

- MSIS responds with a PFSO mini-menu
- COMMAND: **SEL,1**
- SEND for individual inspection letters

```
COMMAND/SEL,1                          RESPONSE/SELECT DESIRED SCHED OUTPUT
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ CORMS

            -- BULK --          --- SCHEDULED OUTPUTS ---
      INDIV  PRINT KILL
        1      11     *     INSPECTION LETTERS...................../    10
        2       *     *     PREINSPECTION PACKAGE................./     0
        3      13     *     DOCUMENTATION LETTERS................./     0
        4      14    24     RENEWAL NOTIFICATION LETTERS........./     0
        5      15    25     FLEET RENEWAL NOTIFICATION LETTERS../     0
        6      16    26     RENEWAL STICKERS....................../     0
```

STEP 3

- PFSO responds with individual inspection letters
- Enter Action (P or K) in REQ slot adjacent to desired output(s)
- COMMAND: **SEL,5** to select all MIILN letters in addition to individual Ps and Ks
- SEND

```
COMMAND/SEL,5                          RESPONSE/ENTER REQ AND/OR SELECT
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ CORMS                                        TOTAL INSPECTION LETTERS/   10

   1. MIRNL/  0   2. MIFLN/  2   3. MILEC/  1   4. MILER/  1   5. MIILN/  3
   6. MILIR/  1   7. MILON/  2

    (P/K)       --- INSPECTION LETTERS IN QUEUE READY TO PRINT OR KILL ---
      R S
      E Y  --- PRODUCT ---
ITEM  Q S  TYPE  SERIAL NUM          NAME          VIN/FIN       ADDRESSEE
   1. P P  MILIR LN87000032 SUNRISE-SUNSET        CG000135 COAST OIL INC
   2. _ P  MILON LN87000047 SEA BREEZE            CG000194 DAVE HILL
   3. K    MILEC LN87000048 SEA BREEZE            CG000194 DAVE HILL
   4. _    MIILN LN87000050 SUNRISE-SUNSET        CG000135 COAST OIL INC
   5. _ P  MILER LN87000052 SUNRISE-SUNSET        CG000135 COAST OIL INC
   6. _ P  MIFLN LN87000055 SUNRISE-SUNSET        CG000135 COAST OIL INC
   7. P    MILON LN87000057 MOONGLOW              CG000184 GORDON A. BAKER, JR.
   8. _    MIILN LN87000072 STARLIGHT             CG000174 LATVIAN TRADING COMP
   9. _    MIILN LN87000076 SUNRISE-SUNSET        CG000135 SMITH SHIPPING INC
  10. K P  MIFLN LN87000077 STARLIGHT             CG000174 LATVIAN TRADING COMP
```

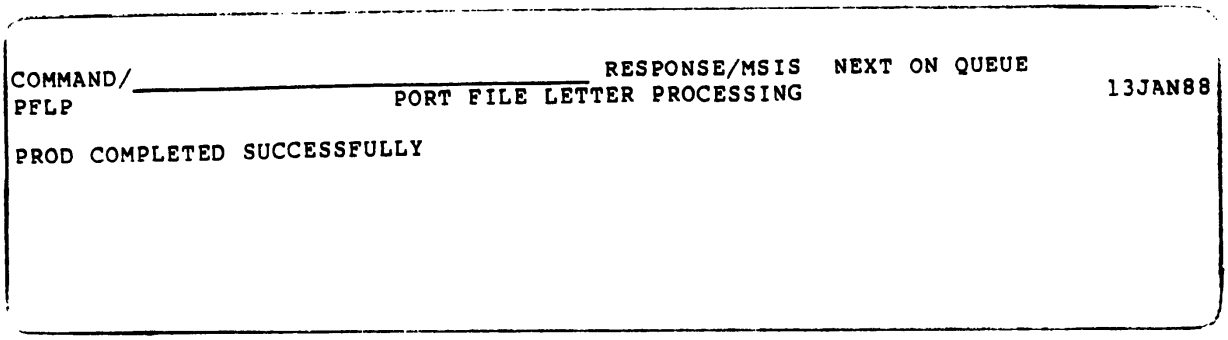
STEP 4

- PFSO responds with inspection letters summary screen with number of prints and kills noted
- Enter action to be taken in ACTION slot
- **SEND**

```
COMMAND/_____________________________ RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                  PORT FILE SCHEDULED OUTPUTS                 13JAN88

PORT/ CORMS

PER YOUR REQUEST:
                      5 LETTERS ARE QUEUED TO BE PRINTED
                      2 LETTERS ARE QUEUED TO BE KILLED

                                                                --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON SCREEN.....KEY (S)
TO PERFORM THE ACTIONS ABOVE & PRINT ON LETTERHEAD PAPER..KEY (P)      P
TO ABORT THE ACTIONS ABOVE.....KEY <SHIFT><ABORT>
```

STEP 5

- MSIS responds with confirmation screen that all actions were successfully completed



PFSO / Entry / Printing Documentation Letters In Bulk

STEP 1

- COMMAND: **SEL,9**
- **SEND** for PFSO in entry mode

```
COMMAND/SEL,9                          RESPONSE/PLS ENTER YOUR RESPONSE
PFEI                        PORT FILE ENTRY INDEX                  13JAN88

PORT/_____ USER IDENTIFIER (UID)...../_________  MBOX/ _________
LOG CRITERIA:  NITEMS/ ___  FROM (SINCE)/ _______  TO../ _______

                            -- MODE --
  --- CONTROL ---           ENTRY RTRV     --- LISTS ---                RTRV
IDENTIFICATION.......(PFID)   1    11    DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)   2    12    INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)   3    13    PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)   4    14    LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)   *    15    INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                    --- ACTIVITIES ---
MORNING REPORT.......(PFMR)   *    16    SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)  7    17    MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)   8    18    VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)   9    19
```

STEP 2

- MSIS responds with PFSO mini-menu
- COMMAND: **SEL,13**
- SEND for bulk printing of Documentation Letters

```
COMMAND/SEL,13                          RESPONSE/SELECT DESIRED SCHED OUTPUT
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ SEAVD

          -- BULK --          --- SCHEDULED OUTPUTS ---
 INDIV  PRINT KILL
   1      11     *     INSPECTION LETTERS...................../     1
   2       *     *     PREINSPECTION PACKAGE................./     0
   3      13     *     DOCUMENTATION LETTERS................./    10
   4      14    24     RENEWAL NOTIFICATION LETTERS........./     2
   5      15    25     FLEET RENEWAL NOTIFICATION LETTERS../     0
   6      16    26     RENEWAL STICKERS....................../     6
```

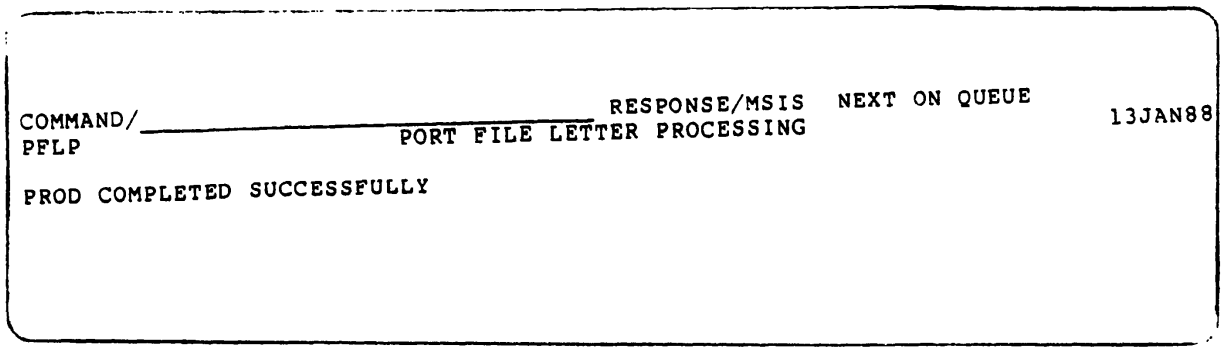
STEP 3

- **PFSO responds with Bulk Print summary screen with number of letters to print noted**
- **Enter action to be taken in ACTION slot**
- **SEND**

```
COMMAND/_____________________________ RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                  PORT FILE SCHEDULED OUTPUTS                13JAN88

PORT/ SEAVD

PER YOUR REQUEST:
                    10 LETTERS ARE QUEUED TO BE PRINTED

                                                              --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON LETTERHEAD PAPER..KEY (P)      P
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

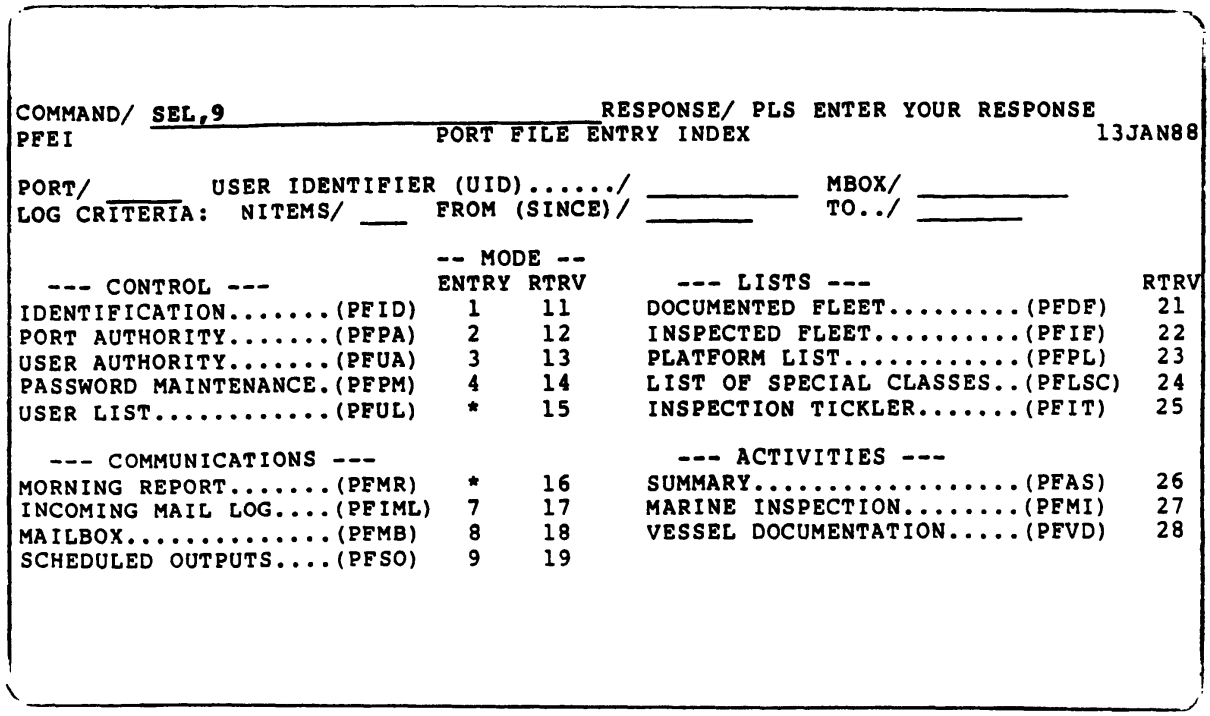
STEP 4

- **PFSO responds with confirmation screen that all actions were successfully completed**



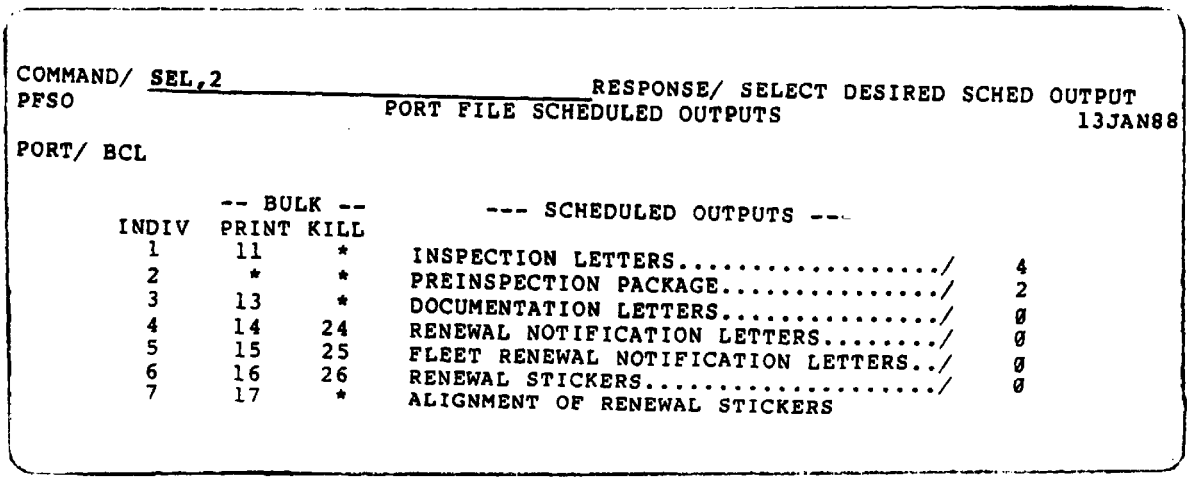
STEP 1

- COMMAND: **SEL,9**
- **SEND** for PFSO in entry mode



STEP 2

- MSIS responds with a PFSO mini-menu
- COMMAND: **SEL,2**
- SEND



```
COMMAND/ SEL,2                          RESPONSE/ SELECT DESIRED SCHED OUTPUT
PFSO                  PORT FILE SCHEDULED OUTPUTS                    13JAN88

PORT/ BCL

          -- BULK --          --- SCHEDULED OUTPUTS ---
INDIV   PRINT  KILL
  1       11     *     INSPECTION LETTERS...................../     4
  2        *     *     PREINSPECTION PACKAGE................./     2
  3       13     *     DOCUMENTATION LETTERS................./     0
  4       14    24     RENEWAL NOTIFICATION LETTERS........./     0
  5       15    25     FLEET RENEWAL NOTIFICATION LETTERS../     0
  6       16    26     RENEWAL STICKERS....................../     0
  7       17     *     ALIGNMENT OF RENEWAL STICKERS
```

STEP 3

- PFSO responds with a list of packages
- Enter a **P** in the REQ slot to choose a package
- **SEND**

```
COMMAND/ _____________________________RESPONSE/ ENTER REQUEST
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ BCL                          TOTAL NUMBER OF PREINSPECTION PACKAGES/   2

    (P/K)
      R S    --- PREINSPECTION PACKAGES IN QUEUE READY TO PRINT OR KILL ---
      E Y                                                                NO.
ITEM  Q S    VIN                 VESSEL NAME              CASE       DATE  PGS
   1. P P CG000175   O   DICER '86                     MI88000015 12JAN88 11
   2. _   L8347629   MERRIT THACKERY                   MI88000049 12JAN88 11
```

STEP 4

- PFSO responds with the summary screen
- Enter **P** in the Action slot
- **SEND**

```
COMMAND/ _____________________________RESPONSE/ PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                13JAN88

PORT/ BCL

PER YOUR REQUEST:
                      1 PREINSPECTION PACKAGES ARE QUEUED TO BE PRINTED
                      0 PREINSPECTION PACKAGES ARE QUEUED TO BE KILLED

                                                                --- ACTION ---
TO PERFORM THE ACTIONS ABOVE & PRINT ON PLAIN PAPER.......KEY (P)      P
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

STEP 5

- **MSIS responds with the confirmation message**

```
COMMAND/_____________________________ RESPONSE/MSIS  NEXT ON QUEUE
PFSO                    PORT FILE SCHEDULED OUTPUTS                13JAN88

PROD COMPLETED SUCCESSFULLY
```

PFSO / Entry / Performing a Bulk Kill

STEP 1

- COMMAND: **SEL,9**
- **SEND** for PFSO in Entry mode

```
COMMAND/SEL,9                          RESPONSE/PLS ENTER YOUR RESPONSE
PFEI                          PORT FILE ENTRY INDEX                 13JAN88

PORT/_____ USER IDENTIFIER (UID)...../_________  MBOX/_________
LOG CRITERIA:  NITEMS/___  FROM (SINCE)/_______  TO../_______

                              -- MODE --
  --- CONTROL ---             ENTRY RTRV     --- LISTS ---                RTRV
IDENTIFICATION.......(PFID)     1    11   DOCUMENTED FLEET.........(PFDF)  21
PORT AUTHORITY.......(PFPA)     2    12   INSPECTED FLEET..........(PFIF)  22
USER AUTHORITY.......(PFUA)     3    13   PLATFORM LIST............(PFPL)  23
PASSWORD MAINTENANCE.(PFPM)     4    14   LIST OF SPECIAL CLASSES..(PFLSC) 24
USER LIST............(PFUL)     *    15   INSPECTION TICKLER.......(PFIT)  25

  --- COMMUNICATIONS ---                    --- ACTIVITIES ---
MORNING REPORT.......(PFMR)     *    16   SUMMARY..................(PFAS)  26
INCOMING MAIL LOG....(PFIML)    7    17   MARINE INSPECTION........(PFMI)  27
MAILBOX..............(PFMB)     8    18   VESSEL DOCUMENTATION.....(PFVD)  28
SCHEDULED OUTPUTS....(PFSO)     9    19
```

STEP 2

- MSIS responds with PFSO mini-menu
- COMMAND: **SEL,26**
- SEND for bulk killing of renewal stickers

```
COMMAND/SEL,26                          RESPONSE/SELECT DESIRED SCHED OUTPUT
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ BCDVD

            -- BULK --          --- SCHEDULED OUTPUTS ---
      INDIV  PRINT KILL
        1      11     *     INSPECTION LETTERS...................../     0
        2       *     *     PREINSPECTION PACKAGE................./     0
        3      13     *     DOCUMENTATION LETTERS................./    29
        4      14    24     RENEWAL NOTIFICATION LETTERS........./     1
        5      15    25     FLEET RENEWAL NOTIFICATION LETTERS../     4
        6      16    26     RENEWAL STICKERS....................../     5
```

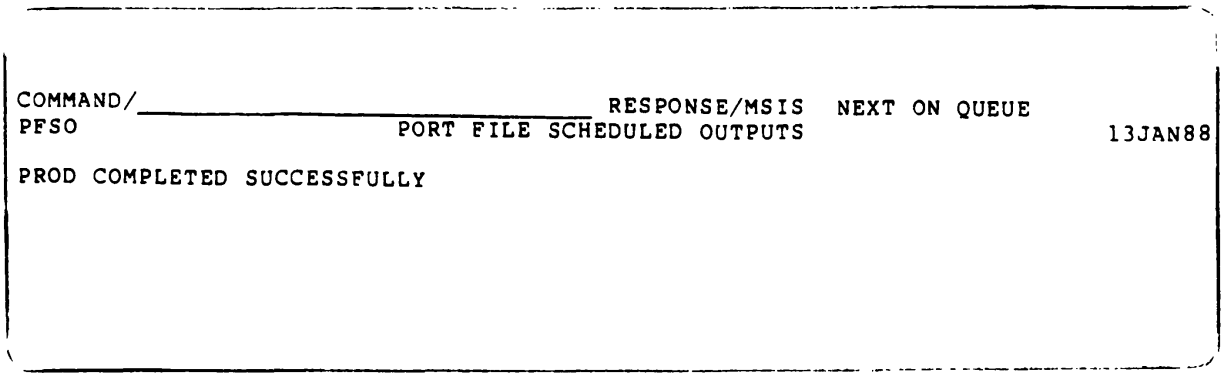
STEP 3

- **PFSO responds with Bulk Kill summary screen with number of stickers to be killed noted.**
- **Enter action to be taken in ACTION slot**
- **SEND**

```
COMMAND/_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFSO                    PORT FILE SCHEDULED OUTPUTS                  13JAN88

PORT/ BCDVD

PER YOUR REQUEST:
                      5 RENEWAL STICKERS ARE QUEUED TO BE KILLED

                                                                --- ACTION ---
READY TO DELETE ALL PREVIOUSLY PRINTED RENEWAL STICKER FORMS:
TO PERFORM REQUESTED KILLS.....................................KEY (K)      K
TO ABORT THE ACTIONS ABOVE.....................KEY <SHIFT><ABORT>
```

STEP 4

- PFSO responds with confirmation screen that all actions were successfully completed



CHAPTER 6. PORT FILE PROMPTER

A. General. The Port File product set currently contains one prompter file. The Port File Inspection Tickler (PFIT) displays pending periodic inspections. This product is accessed from PFEI.

B. Port File Inspection Tickler -- **PFIT**.

1. **PFIT** Purpose and Description.

   a. Displays pending periodic inspections due, within a maximum of 30 days from the desired start date, for vessels last certified by the port.

   b. Shows time period selected, vessel identification, and current status of each inspection.

   c. Figure 6-1 shows PFIT as it appears on the terminal.

2. Accessing **PFIT**.

   a. Menu. PFIT is normally accessed through PFEI.

   b. Free-Form. PFIT can be accessed through free-form with:

      -PFIT,R

      where:

      R = retrieval mode

      Please Note: The FROM and TO dates must be preset in MSIS before free-forming PFIT.
      EXAMPLE:

      PFIT,R

   c. Selection From Other Products. PFIT is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1 Entry/Update - 2

3. **PFIT** Data Entry Requirements an Explanation.

   a. General Processing. PFIT is entered through PFEI with a port designation (default is login port) and the period of time of interest (not to exceed 3 days). The FROM and TO dates must be filled in. The FROM date must be the start date for the inspection list, whether it is the current or a future date. The interval between the FROM and TO dates must not exceed 30 days. For a longer period of time, execute the transaction repeatedly to cover the interval of concern.

   b. Special Processing. None.

```
 COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE
PFIT                    PORT FILE INSPECTION TICKLER                  11JUL86

 PORT/ MIAMS                                  PERIOD:  FROM/ 12JUL86  TO/ 31JUL86

                          ---VESSEL INSPECTIONS DUE---
 ITEM            NAME          VIN          TYPE          DATE      STATUS
   1 DIVERS WORLD              DN595193 REINSPECTION    16JUL86 SENT VILON
   2 SEA HUNTER III            DN687073 REINSPECTION    17JUL86
   3 CAPTAIN NEMO              DN682734 REINSPECTION    25JUL86 SENT VILON
   4 FUEL BARGE NO. 131        DN522709 REINSPECTION    25JUL86 SENT VILON
   5 KOLLERS REEF              DN596208 REINSPECTION    30JUL86 SENT VILON
   6 GLASS BOTTOM BELLE        DN297387 CRED. DRYDOCK   30JUL86 SENT VILON
   7 DIAMOND GIRL              DN660423 CERTIFICATION   28JUL86 SENT VILON
   8                                    CRED. DRYDOCK   31JUL86 SENT VILON
   9 ISLAND QUEEN              DN534764 CRED. DRYDOCK   31JUL86 SENT VILON
  10 EXPLORER I                DN659080 CRED. DRYDOCK   31JUL86
```

FIGURE 6-1. EXAMPLE OF PFIT

CHAPTER 7. PORT FILE LOG

A. General. The Port File product set has four logs/lists, and allows the selection of other product logs which may be useful to the user. The Port File Inspected Fleet (PFIF) displays all inspection ports and provides the total number of vessels in each port's inspected fleet of responsibility. The Port File Log of Special Classes (PFLSC) lists the key data for each Special Class defined by a specified port. A list of platforms by port is provided by Port File Platform List (PFPL). Port File Documented Fleet (PFDF) provides an on-line list of the documented vessls in each unit's fleet of responsibility. All of these logs and lists may be accessed through PFEI.

B. Port File Inspected Fleet -- **PFIF**.

1. **PFIF**Purpose and Description.

   a. Displays all inspection ports

   b. Provides total number of vessels in each unit's inspected fleet of responsibility

   c. Figure 7-1 shows PFIF as it appears on the terminal.

2. Accessing **PFIF**.

   a. Menu. PFIF is normally accessed through PFEI.

   b. Free-Form. PFIF can be accessed through free-form with:

      -PFIF,R

      where:

      R = retrieval mode

      EXAMPLE:

      -PFIF,R

   c. Selection From Other Products. PFIF is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1

3. **PFIF** Data Entry Requirements and Explanation.

   a. General Processing. PFIF is entered through PFEI in **R(etrieval)** mode. MSIS responds with the message "SYSTEM SUMMARY (KEY YES OR NO)" in the Response Slot. The user keys **YES** to see the total number of units and the total number of inspected vessels currently in MSIS. The user keys **NO** to see a list of all of the units, including the unit codes, unit names, and total number of vessels inspected by each unit listed. The summary totals are also displayed.

   b. Special Processing. None

COMMAND /_____ RESPONSE/PLS ENTER YOUR RESPONSE

PFIF PORT FILE INSPECTED FLEET 11JUL86

REFERENCE	UNIT CODE	UNIT NAME	UNIT TOTAL
1	PORMS	OFFICER IN CHARGE	538
2	INACT	DEACTIVATED VESSELS	1621
3	BALMS	MSO BALTIMORE	200
4	HMRMS	MSO HAMPTON ROADS	348
5	WNCMS	MSO WILMINGTON	51
6	NEWCP	COTP NEW ORLEANS	1
7	NEWMI	MIO NEW ORLEANS	4187
8	CORMS	MSO CORPUS CHRISTI	202
9	GALMS	MSO GALVESTON	397
10	HOUMI	MIO HOUSTON	761
11	MOBMS	MSO MOBILE	454
12	PATMS	MSO PORT ARTHUR	505
13	CHAMS	MSO CHARLESTON	42
14	SJPMS	MSO SAN JUAN	164
15	TAMMS	USCG MARINE SAFETY OFFICE	235
16	JACMS	MARINE SAFETY OFFICE	204
17	SAVMS	MSO SAVANNAH	43
18	MIAMS	MSO MIAMI	219
19	NONUS	PORT FOR NON-US VESSELS	13183
20	SDCMS	COMMANDING OFFICER	132
21	LOSMS	MSO LOS ANGELES	490
22	CLEMS	MSO CLEVELAND	26
23	CHIMS	MSO CHICAGO	150
24	DETMS	MSO DETROIT	31
25	MILMS	MSO MILWAUKEE	91
26	BUFMS	MSO BUFFALO	47
27	SIMMI	MIO ST. IGNACE	62
28	DULMS	MSO DULUTH	74
29	TOLMS	MSO TOLEDO	60
30	SLMMS	MSO ST. LOUIS	356
31	CINMS	OFFICER IN CHARGE	29
32	HUNMS	MSO HUNTINGTON	206
33	LOUMS	MSO LOUISVILLE	57
34	MEMMS	MSO MEMPHIS	376
35	NASMS	USCG MARINE SAFETY OFFICE	51
36	PADMS	MSO PADUCAH	107
37	PITMS	MSO PITTSBURGH	58
38	HONMS	MARINE SAFETY OFFICE	346
39	TRAIN	MSIS TRAINING PORT I. D.	3
40	NYCCP	COTP NEW YORK	24
41	NYCMI	MARINE INSPECTION OFFICE	1219
42	NLOCP	COTP NEW LONDON	1
43	PHIMI	MIO PHILADELPHIA	302
44	PHICP	COTP PHILADELPHIA	30
45	POMMS	MARINE SAFETY OFFICE	175
46	BOSMS	MARINE SAFETY OFFICE	191
47	PROMS	MSO PROVIDENCE	158
48	JUNMS	MSO JUNEAU	52
49	ANCMS	MSO ANCHORAGE	129
50	VALMS	MSO VALDEZ	9
51	GMVI	COMMANDANT(G-MVI)	1
52	SFCMS	MSO SAN FRANCISCO	392
53	BOSVD	MARINE DOCUMENTATION OFF.	566
54	CLEVD	MARINE DOCUMENTATION OFF.	524
55	HONVD	MARINE DOCUMENTATION OFF.	181
56	HOUVD	MARINE DOCUMENTATION OFF.	1478
57	JUNVD	MARINE DOCUMENTATION OFF.	201
58	LOSVD	MARINE DOCUMENTATION OFF.	470
59	MIAVD	MARINE DOCUMENTATION OFF.	726
60	NEWVD	MARINE DOCUMENTATION OFF.	3323
61	NYCVD	MARINE DOCUMENTATION OFF.	1230
62	PHIVD	MARINE DOCUMENTATION OFF.	1741
63	PORVD	MARINE DOCEMENTATION OFF.	376
64	SFCVD	MARINE DOCUMENTATION OFF.	575
65	SEAVD	MARINE DOCUMENTATION OFF.	452
66	SLMVD	MARINE DOCUMENTATION OFF.	1055
67	HMRVD	MARINE DOCUMENTATION OFF.	542
68	SEAMS	MSO PUGET SOUND	491
69	STBMI	MIO STURGEON BAY	35
70	KODD	MSD KODIAK	1
71	KETD	MSD KETCHIKAN	1
72	MHCD	MSD MOREHEAD CITY	15

TOTAL UNITS 72 TOTAL VESSELS 42773

FIGURE 7-1. EXAMPLE OF PFIF

C. Port File Log of Special Classes -- **PFLSC**.

1. **PFLSC** Purpose and Description.

   a. Displays key data for each Special Class defined by a specified port.

   b. Figure 7-2 shows PFLSC as it appears on the terminal.

2. Accessing **PFLSC**.

   a. Menu. PFLSC is normally accessed through PFEI.

   b. Free-Form. PFLSC can be accessed through free-form with:

      -PFLSC,(U or R>,UNIT=<unit or port code>

      where:

      U = update mode
      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFLSC,U,UNIT=HMRMS

   c. Selection From Other Products. PFLSC is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1 Update - 2

3. PFLSC Data Etry Requirements and Explantion.

   a. General Processing. PFLSC is normally used to view special class identification for classes previously defined by a unit. In **U(pdate)** mode, the user enters PFLSC using his/her port's unit code. PFLSC responds with the Class Name, CIN, Date Created, Num in Class and Retain Until date for the classes previously defined by that Unit.

      PFLsc serves as an index for these special classes. It displays up to fifty (5) class names along with the message "KEY SEL,1,2... FOR VFSC(S)" in the Response Slot. The user selects the desired classes and presses **SEND**. If there are more classes, the Response Slot displays the message "SEND FOR SELECT(S) OR MORE". The user may make more selections, **SEND** a blank to bring up the first selection on the queue or enter **MORE** to see the next page of

7.C.3.a. (Cont'd) classes. If only one page of classes exists, the user may make more selections or press **SEND** twice to bring up the first selection on the queue. Selection of the individual classes accesses VFSC(s) in **U(pdate)** mode, so changes may be made on VFSC. Only users at the designated port may execute PFLSC in **U(pdate)** mode.

PFLSC may also be executed in **R(etrieval)** mode. Users may use **MORE** to see more entries on the class list and may use the **SELECT** feature to see more detailed information on selected classes. The list of key data for a port's special classes is available to all users in **R(etrieval)** mode, regardless of the user's unit.

Please Note: To see a more in-depth discussion of how selection and the **MORE** command function together, please see Section 1.D in this guide.

b. Special Processing. None.

```
COMMAND /_____ RESPONSE/KEY "SEL 1,2,..." FOR VFSC(S)
PFLSC          PORT FILE LOG OF SPECIAL CLASSES          25MAR86

PORT/ BCL                  NUMBER OF CLASSES/   3

SEL                                                  NUM IN   RETAIN
KEY          CLASS NAME          CIN       CREATED   CLASS    UNTIL
  1.  VICEROY                  SC000022   25MAR86      6     30JUN87
  2.  SPECIAL                  SC000025   16APR86      4     12JUL86
  3.  PRESIDENTIAL             SC000026   19JUN86      8     23DEC88
```

FIGURE 7-2. EXAMPLE OF PFLSC

D. Port File Platform List -- **PFPL**.

1. **PFPL** Purpose and Description.

   a. Provides a list of offshore platforms inspected by a given port.

   b. Figure 7-3 shows PFPL as it appears on the terminal.

2. Accessing **PFPL**.

   a. Menu. PFPL is normally accessed through PFEI.

   b. Free-Form. PFPL can be accessed through free-form with:

      -PFPL,R,UNIT=<unit or port code>

      where:

      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFPL,R,UNIT=PATMS

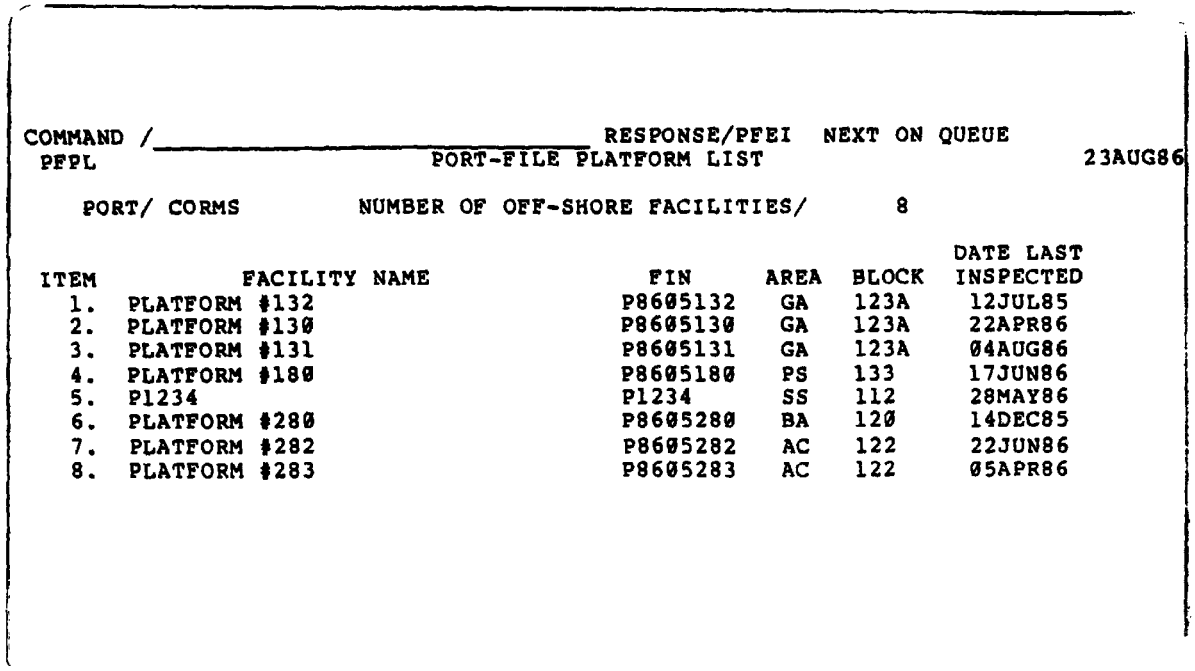
   c. Selection From Other Products. PFPL is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1 Update - 2

3. PFPL Data Entry Requirements and Explanation.

   a. General Processing. PFPL is normally accessed through PFEI, using a unit code. PFPL responds with a list of platforms inspected by the requested unit, including the facility's name, FIN, OSC Area, Block, and last inspected date. PFPL displays up to fifty (50) log entries at one time, along with the message "KEY MORE FOR NEXT PAGE" if more entries exist. The user enters MORE to view the next page of platforms.

   b. Special Processing. None.



```
COMMAND /_____ RESPONSE/PFEI  NEXT ON QUEUE
 PFPL                PORT-FILE PLATFORM LIST                    23AUG86

    PORT/ CORMS        NUMBER OF OFF-SHORE FACILITIES/      8

                                                          DATE LAST
 ITEM          FACILITY NAME                FIN      AREA  BLOCK  INSPECTED
   1.  PLATFORM #132                     P8605132    GA   123A    12JUL85
   2.  PLATFORM #130                     P8605130    GA   123A    22APR86
   3.  PLATFORM #131                     P8605131    GA   123A    04AUG86
   4.  PLATFORM #180                     P8605180    PS   133     17JUN86
   5.  P1234                             P1234       SS   112     28MAY86
   6.  PLATFORM #280                     P8605280    BA   120     14DEC85
   7.  PLATFORM #282                     P8605282    AC   122     22JUN86
   8.  PLATFORM #283                     P8605283    AC   122     05APR86
```

FIGURE 7-3. EXAMPLE OF PFPL

E. Port File Documented Fleet -- **PFDF**.

1. **PFDF** Purpose and Description.

   a. Provides an on-line list of the total number of documented vessels in each unit's fleet of responsibility.

   b. Adds to a unit's count when a Certificate of Documentation is issued to a vessel for the first time.

   c. Reduces a unit's count when a VDAR (vessel Documentation Activity Report) is validated with a Case Type of DELETE or CANCEL.

   d. Figure 7-4 shows PFDF as it appears on the terminal.

2. Accessing **PFDF**.

   a. Menu. PFDF is normally accessed through PFEI.

   b. Free-Form. PFDF can be accessed through free-form with:

      -PFDF,E,U or R

      where:

      E = entry mode
      U = update mode
      R = retrieval mode

      EXAMPLE:

      -PFDF,R

   c. Selection from Other Products. PFDF is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1

      Note: The mode has no meaning in the display of PFDF. The product appears to function the same in any mode.

3. **PFDF** Data Entry Requirements and Explanation.

   a. General Processing. PFDF is accessed through PFEI to see the total count of documented vessels for each unit's fleet of responsibility.

7.E.3.a. (Cont'd) PFDF shows two groups of data. The first group displays the total number of documented vessels in MSIS and the number of units that have issued Certificates of Documentation. The second group consists of a repeating line (or entry) which displays an item or line number, the port code whose information is being displayed, the unit's name as it appears on PFID (Port File Identification Data) and a count of the number of documented vessels in that unit's fleet of responsibility.

The counts on PFDF are modified in two ways. The number of vessels is increased through the initial issuance of a Certificate of Documentation. A count is decreased when a VDAR is validated with a Case Type of DELETE or CANCEL.

b. Special Processing. None.

```
COMMAND/ _____ RESPONSE/ PFAS  NEXT ON QUEUE                    R
PFDF                  PORT FILE DOCUMENTED FLEET                14MAR88

      NUMBER OF:  DOCUMENTED VESSELS/    276     UNITS/  15

      ITEM   UNIT CODE         UNIT NAME          NUMBER OF VESSELS
        1.      BOSVD    BOSTON DOCUMENTATION              18
        2.      SLMVD    DOCUMENTATION OFFICE              18
        3.      NYCVD    NEW YORK DOCUMENTATION            17
        4.      HMRVD    HAMPTON ROADS DOCUMENTATI         16
        5.      MIAVD    MIAMI DOCUMENTATION               17
        6.      HOUVD    HOUSTON DOCUMENTATION             17
        7.      NEWVD    NEW ORLEANS DOCUMENTATION         17
        8.      CLEVD    CLEVELAND DOCUMENTATION           18
        9.      LOSVD    LOS ANGELES DOCUMENTATION         18
       10.      SFCVD    SAN FRANCISCO DOCUMENTATI         17
       11.      PORVD    PORTLAND,OR DOCUMENTATION         17
       12.      SEAVD    SEATTLE DOCUMENTATION             18
       13.      HONVD    HONOLULU DOCUMENTATION            17
       14.      JUNVD    JUNEAU DOCUMENTATION              17
       15.      PHIVD    PHILADELPHIA DOCUMENTATIO         18
```

FIGURE 7-4. EXAMPLE OF PFDF

CHAPTER 8. PORT ACTIVITY SUMMARIES

A. General. There are three products in this chapter: Port File Activity Summary (PFAS), Port File Marine Inspection Activity Summary (PFMI), and Port File Vessel Documentation Activity Summary (PFVD). PFAS provides counts of all current open and closed Marine Inspection cases for each field unit while PFMI displays counts of open and closed Marine Inspection cases by inspection type (U.S. vessels, foreign vessels, facilities and factories) for each field unit. PFVD provides monthly, quarterly and yearly totals of open and closed documentation cases. All products are used to view the current workload and to observe trends at each unit.

B. Port File Activity Summary -- PFAS.

1. **PFAS** Purpos and Description.

   a. Provides a count of all current open and closed Marine Inspection and Vessel Documentation cases.

   b. Is used to view the current workload at a field unit and may be used to observe trends in its activities.

   c. Serves as an index to PFMI (Port File Marine Inspection Summary) and PFVD (Port File Vessel. Documentation Activity Summary).

   d. Is updated by the report products, MIR (Marine Inspection Activity Report) and VDAR (Vessel Documentation Activity Summary).

   e. Figure 8-1 shows PFAS as it appears on the terminal.

2. Accessing **PPAS**.

   a. Menu. PFAS is normally accessed through PFEI.

   b. Free-Form. PFAS can be accessed through free-form with:

      PFAS,R,UNIT=<unit or prt code>

      where:

      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFAS,R,UNIT=NEWMI

   c. Selection From Other Products. PFAS is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1

3. **PFAS** Data Entry Requirements and Explanation.

   a. General Processing. PFAS is accessed through PFEI using the unit code. PFAS responds with the number of open and closed Marine Inspection and Vessel Documentation cases. These cases are summed for the current quarter (This Quarter), previous quarter (Last Quarter), year to date, and a total of all currently open cases, regardless of when they were opened.

8.B.3.a. (Cont'd) PFAS serves as an index to PFMI (Port File Marine Inspection Summary) and PFVD (Port File Vessel Documentation Activity Summary). The user may enter **SEL,1** (for PFVD) or **SEL,2** (for PFMI) and press **SEND** to display the desired summary.
Please Note: For progressive inspections, MIAR increments the count on PFAS for both the filing detachment when the case is initiated and the parent unit when the case is passed.

b. Special Processing. None.

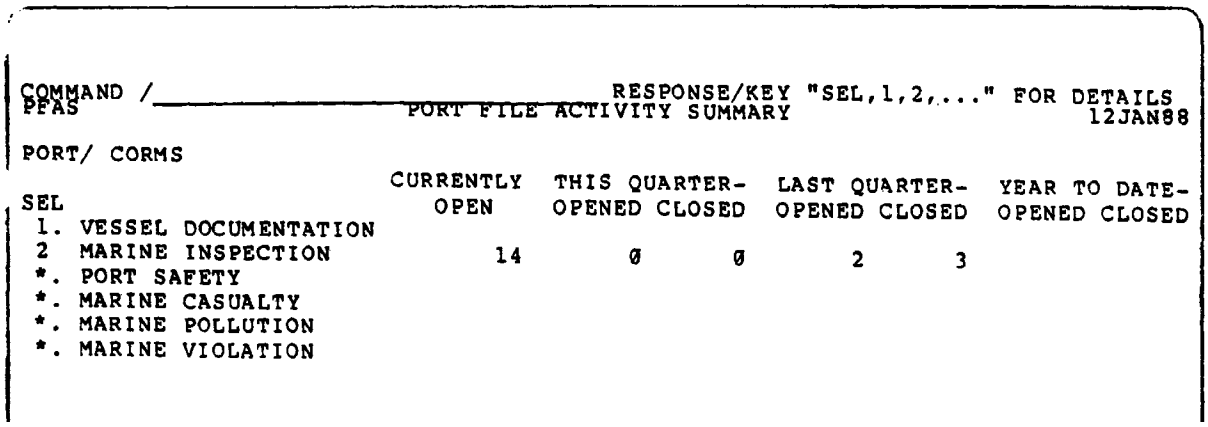


FIGURE 8-1. EXAMPLE OF PFAS

C. Port File Marine Inspection Summary -- **PFMI**.

1. **PFMI** Purpose and Description.

   a. Provides counts of all current open and closed Marine Inspection cases by inspection type (U.S. vessels, foreign vessels, facilities and factories) for each field unit.

   b. Is used to view the current workload at a field unit and may be used to observe trends in its activities.

   c. Is updated by the report product, MIAR.

   d. Figure 8-2 shows PFMI as it appears in the terminal.

2. Accessing **PFMI**.

   a. Menu. PFMI is normally accessed through PFEI.

   b. Free-Form. PFMI can be accessed through free-form with:

      -PFM,R,UNIT=<unit or port code>

      where:

      R = retrieval mode
      UNIT = unit or port code (up to five characters). Only needs to be supplied if different from the logged in unit and UNIT has not been set previously.

      EXAMPLE:

      -PFMI,R,UNIT=HONMS

   c. Selection From Other Products. PFMI is not accessed from other products.

   d. Product Use Authority Levels.
      Retrieval - 1.

3. **PFMI** Data Entry Requirements and Explanaion.

   a. General Processing. PFMI is accessed through PFEI using the unit code. PFMI responds with the number of open and closed Marine Inspection cases for U.S. Vessels, Foreign Vessels, Facilities, and Factories. The cases are presented for the current quarter (THIS QUARTER) and the previous quarter (LAST OUARTER). Any unit can access another unit's PFMI.

8.C.3.a. (Cont'd) **Please Note**: For progressive inspections, MIAR increments the count on PFMI for both the filing detachment when the case is initiated and the parent unit when the case is passed.

b. Special Processing. None.

COMMAND /_____ RESPONSE/PFEI NEXT ON QUEUE

PFMI PORT FILE MARINE INSPECTION SUMMARY 23AUG86

PORT/ GALMS

			--THIS QUARTER--		--LAST QUARTER--	
		CURRENTLY OPEN	OPENED	CLOSED	OPENED	CLOSED
US VESSELS.....:	INITIAL CERTIFICATION	5	43	15	53	44
	PROG INITIAL	13	16	13	45	32
	PROG CERTIFICATI REINSPECTION	Ø	2	2		
	PROG REINSPECT HULL EXAMS	4	37	38	45	4Ø
	PROG HULL EXAMS OTHER	2	36	33	37	38
FOREIGN VESSELS:	COC	7	7Ø	64	53	52
	PROG COC ANNUAL	3	31	28	24	26
	OTHER	2	16	2Ø	18	12
FACILITIES.....:	ANNUAL	2	22	2Ø	13	15
	SPOT CHECK	3	3Ø	28	29	28
	OTHER	1	16	15	15	15
FACTORIES.....:		Ø	12	12	8	1Ø

FIGURE 8-2. EXAMPLE OF PFMI

D. Port File Vessel Documentation Actiity Summary -- **PFVD**.

1. **PFVD** Purpose and Description.

   a. Provides monthly, quarterly and yearly totals of open and closed documentation cases.

   b. May be used by a Regional Documentation Office to monitor its Vessel Documentation cases and activities.

   c. Receives an entry when a VDAR (Vessel Documentation Activity Report) is processed.

   d. Figure 8-3 shows PFVD as it appears on the terminal.

2. Accessing **PFVD**.

   a. Menu. PFVD is normally accessed through PFEI.

   b. Free-Form. PFVD can be accessed through free-form with:

      -PFVD,E,U or R,UNIT=<UNIT>

      where:

      E = entry mode
      U = update mode
      R = retrieval mode
      UNIT = unit or port code

      EXAMPLE:

      -PFVD,R,UNIT=PHIVD

      Note: The mode has no meaning in the display of PFVD. The product appears to function the same in any mode.

   c. Selection From Other Products. PFVD may be accessed from PFAS.

   d. Product Use Authority Levels.
      Retrieval - 1

3. **PFVD** Data Eny Requirements and Explanation.

   a. General Processing. PFVD is accessed through PFEI using any valid documentation unit code. PFVD responds with a set of open and closed documentation cases summed by activity type and time frame.

8.D.3.a. (Cont'd) PFVD displays a count of all currently open cases, active and prompted, and detailed counts of open and closed cases for the month and quarter. The message "Key Yes to See Year Totals" appears in the Response line. The user enters **YES** and presses SEND to receive the annual totals for the same activity types.

b. Special Processing. The documentation type DELETE has eight sub-types. The counts reflected in these sub-types may not add up to the count appearing adjacent to DELETE. The total count contains both validated and closed to file cases while the sub-type counts represent the actual number of Deletes processed for each sub-type.

SCREEN 1

SCREEN 1

```
COMMAND /_____________________________ RESPONSE/KEY "YES" TO SEE YEAR TOTALS
PFVD          PORT FILE VESSEL DOCUMENTATION ACTIVITY SUMMARY          12JAN88

PORT/ PHIVD   NUMBER OF VESSELS IN FLEET OF RESPONSIBILITY/     13

                                 ------- MONTH ------     - ------ QUARTER -- -----
                      CURRENTLY     THIS -   - LAST       -- THIS --     -- LAST -
                        OPEN    OPEN CLSD  OPEN CLSD     OPEN CLSD      OPEN CLSD
INITIAL ISSUE.. . .        1       1    0     0    0        1    0         0    0
RENEW..... ......          0       0    0     0    0        0    0         0    0
REPLACE .... ... .         0       0    0     0    0        0    0         0    0
SURRENDER. . ......        0       0    0     0    0        0    0         0    0
REDOCUMENT.........        0       0    0     0    0        0    0         0    0
CANCEL..... ......         0       0    0     0    0        0    0         0    0
DELETE.... ........        0       0    0     0    0        0    0         0    0
.UNDER FOREIGN FLAG        0       0    0     0    0        0    0         0    0
.SOLD FOREIGN.....         0       0    0     0    0        0    0         0    0
.CMD ALIEN MASTER..        0       0    0     0    0        0    0         0    0
 CEASED US CITIZEN         0       0    0     0    0        0    0         0    0
.DOCUMENT EXPIRED..        0       0    0     0    0        0    0         0    0
.VOLUNTARY REMOVAL.        0       0    0     0    0        0    0         0    0
.INADEQUATE TONNAGE        0       0    0     0    0        0    0         0    0
.INCAPABLE TRANS ..        0       0    0     0    0        0    0         0    0
ADMINISTRATIVE.....        0       0    0     0    0        0    0         0    0
```

SCREEN 2

SCREEN 2

```
COMMAND /_____________________________ RESPONSE/PFEI  NEXT ON QUEUE
PFVD          PORT FILE VESSEL DOCUMENTATION ACTIVITY SUMMARY          12JAN88

PORT/ PHIVD   NUMBER OF VESSELS IN FLEET OF RESPONSIBILITY/     13

                                 ----------- YEAR -----------
                      CURRENTLY  --- THIS ---     --- LAST ---
                        OPEN     OPEN CLSD       OPEN CLSD
INITIAL ISSUE......        1        1    0          0    0
RENEW..... .......         0        0    0          0    0
REPLACE............        0        0    0          0    0
SURRENDER..........        0        0    0          0    0
REDOCUMENT.........        0        0    0          0    0
CANCEL.............        0        0    0          0    0
DELETE.............        0        0    0          0    0
.UNDER FOREIGN FLAG        0        0    0          0    0
.SOLD FOREIGN......        0        0    0          0    0
.CMD ALIEN MASTER..        0        0    0          0    0
.CEASED US CITIZEN.        0        0    0          0    0
.DOCUMENT EXPIRED..        0        0    0          0    0
.VOLUNTARY REMOVAL.        0        0    0          0    0
.INADEQUATE TONNAGE        0        0    0          0    0
.INCAPABLE TRANS...        0        0    0          0    0
ADMINISTRATIVE.....        0        0    0          0    0
```

FIGURE 8-3. EXAMPLE OF PFVD

DATA DEFINITION ABBREVIATION MEANINGS

The abbreviations used in the data definition screens are defined as follows:

CASE = Case Number. Standard format is XXYRxxxxxx where XX is the 2 character product set prefix, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, PS86000001. Product set prefixes include MI, VD, MV, MC, MP, PS, and VR.

CD = Calendar date. Standard date format is DDMONYR (day's date, 2 col.; month, 3 col.; and year, 2 col.); e.g., 28SEP86. This is an edit value and must be entered in that form.

CID = Cargo Identification Code. This is the three letter CHRIS code used to identify chemicals in MSIS.

CIN = Class Identification Number. If assigned by MSIS, this number is in the format of SCxxxxxx where SC stands for Special Class and xxxxxx is a sequential number; for example, SC000201.

CT = Standard clock time; e.g., 12:57AM or 4:3PM. Note that colons are required, spaces are not allowed, and "AM" and "PM" must be added.

D = Decimal string. May be placed anywhere in the field. If no decimal point is given, MSIS will insert one at the end of the string.

ENID = Encumbrance Identification.

FIN = Facility Identification Number. A unique number assigned to each facility by GMVI. The number is in the form of Pxxxxxxx where P stands for platform and xxxxxxx is the platform's number as designated by the Mineral Management Service.

I = Integer string. May be placed anywhere in the field.

IPN = Involved party identification number. This number is in the form of IPYRxxxxxx where IP is Involved Party, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, IP86000001.

LIT = Literal, faithful copy of something; i.e., name, serial number, etc. MSIS will not edit these entries and accuracy is necessary for proper interpretation and analysis.

MBOX = Mailbox number. Standard format is MBYRxxxxxx where MB is mailbox, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, MB86004082.

MT = Military time. Standard 24-hour clock time; e.g., 1520 = 3:20 p.m. Elapsed time is also entered in the same form; e.g., 1 hour and 15 minutes = 0115. Note that no colons or spaces are included. NOTE - MSIS uses 0000 rather than 2400.

NARR = Narrative entry. Enter data or comments in a free-form manner. MSIS places no restrictions on data or comment contents.

NEC = Not elsewhere classified, i.e., none of the above.

ON = Official Number. A VIN without the D prefix.

PORT = Standard port/unit identifiers.

QCLASS = Subchapter Q Class Number. This is the first seven characters of a Subchapter Q Number. All zeros normally appearing in the number and the decimal point (.) must be included when accessing MSIS products; for example, 161.045.

QNUM = Subchapter Q Number. QNUM is a number that may be 12, 13, 15, or 16 characters long, depending on whether the number refers to a primary label or private label supplier. The following are acceptable formats for QNUM, with x being equal to a digit and A being the private label identifier:

xxx.xxx/xxxx	Primary label supplier
xxx.xxx/xxxx/xx	Primary label supplier with mod
xxx.xxx/Axxxx	Private label supplier
xxx.xxx/Axxxx/xx	Private label supplier with mod

All zeros normally appearing in the number must be included when accessing MSIS products; for example, 161.123/0233.

UID = User identifier.

VIN = Vessel Identification Number. If assigned by MSIS, it is in the form of CGXXXXXX where xxxxxx is a sequential number. A VIN may also have the prefixes D and L. Both of these have a seven digit number.

X = Checkmark. X or blank is allowed. NOTE - Blank is not allowed for validation for some fields.

Y = Yes/No standard, Y or N or blank is allowed. NOTE - Blank is not acceptable for PENALTY ACTION slots.